easyDITA User Guide
Version 1.4 - 21 January 2012

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easyDITA Features

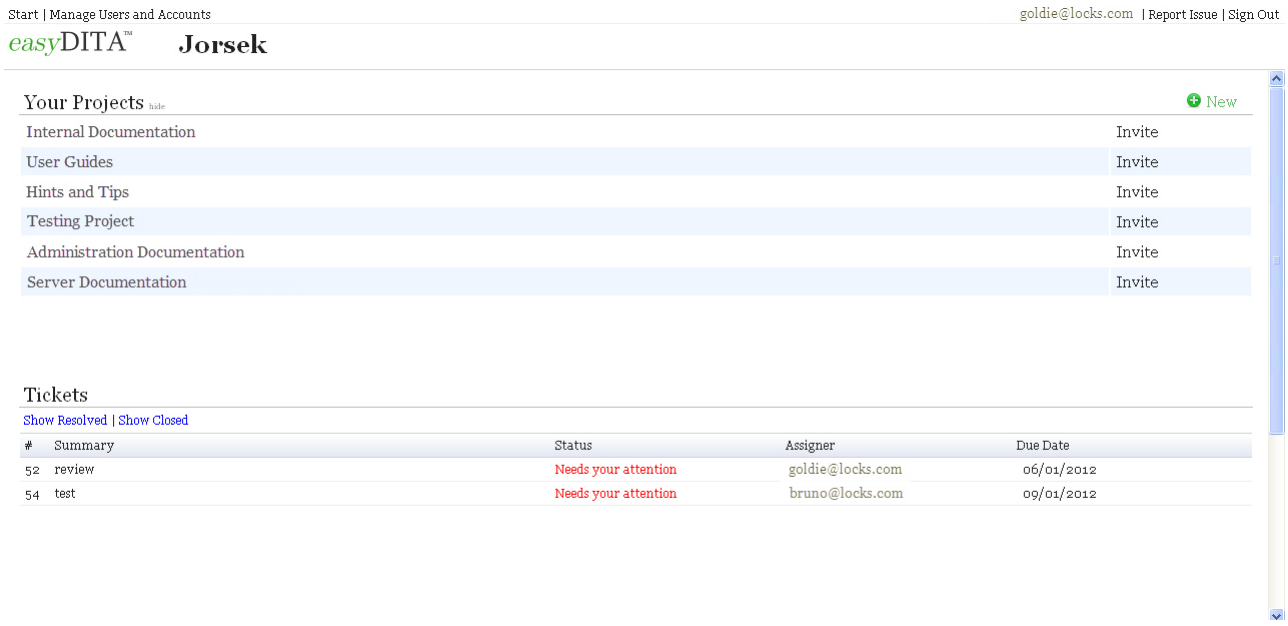
Feature List

- easyDITA is a **Software-as-a-Service (SaaS) solution** that provides everything you need to create, manage, collaborate, and publish DITA, all from a standard web-browser. There is no software to install - all you need is a user account, so login and you're ready to go!
- The ***easyDITA Start Dashboard*** organizes your current projects and assignments so they are right at your fingertips when you log in.
- easyDITA's **intuitive *Content Manager*** provides an expandable folder view and support for multiple repositories.
- The ***easyDITA Editor*** is a rich-text, tags-off, browser-based DITA editor with an intuitive, straightforward interface. Best of all, even though you're using a simple rich text editor, all the content is pre-validated DITA XML.
- easyDITA's **smart insert** feature assures that authors create valid DITA, and provides suggestions for DITA elements that are appropriate at the current cursor location.
- easyDITA incorporates **Lucene full-text *search*** , integrated into the content reuse features, the Content Manager, and the DITA Map Editor. After all, how can you reuse content if you can't find it?
- ***Ticket-based collaboration and workflow*** lets users assign tasks to content contributors, reviewers, and approvers via email, and monitor progress on their DITA projects.
- easyDITA maintains an ***audit trail*** for all collaboration, so you can track who proposed or accepted revisions, which users provided comments, and who approved content for publishing.
- The intuitive ***easyDITA Map Editor*** provides drag-and-drop document assembly, in-context review, WYSIWYG document preview, and a launchpad for publishing, localization, and export of content.
- Full integration of the ***DITA Open Toolkit*** lets you publish your content to HTML, help, PDF, and other supported output formats, either by uploading your existing publishing pipelines or defining new ones.
- ***Conditional publishing*** uses DITA best practices like selectatts and ditavals.
- easyDITA's **plug-in architecture** supports extending the editor and other features with open source and commercial-off-the-shelf components (such as MathML, formula editors, and SVG support).

The Start Dashboard

Overview of the Start Dashboard features and functions

The Start Dashboard is the first thing you see when logging into easyDITA. The Start Dashboard presents you with current information on what's happening inside your easyDITA repository. It also acts as a launchpad to Project Repositories, Tickets, DITA documents, and DITA maps you have been assigned to work on. The Start Dashboard will remain open during your easyDITA session and can be navigated to by clicking on it. At the top of the Start Dashboard you will find Your Projects. These are Projects that you have been invited or assigned to work on. Clicking on one of these will open a new tab showing the Content Manager view of the folders and files for that project. At the bottom of the Start Dashboard you will find the Tickets that you have been assigned. Clicking on a Ticket will open a new tab showing the Ticket.


Start | Manage Users and Accounts
goldie@locks.com | Report Issue | Sign Out
easyDITA™ Jorsek
Your Projects hide
New
Internal Documentation Invite
User Guides Invite
Hints and Tips Invite
Testing Project Invite
Administration Documentation Invite
Server Documentation Invite
Tickets
Show Resolved | Show Closed
Summary Status Assigner Due Date
52 review Needs your attention goldie@locks.com 06/01/2012
54 test Needs your attention bruno@locks.com 09/01/2012

You can also access other features from the Start Dashboard, including:

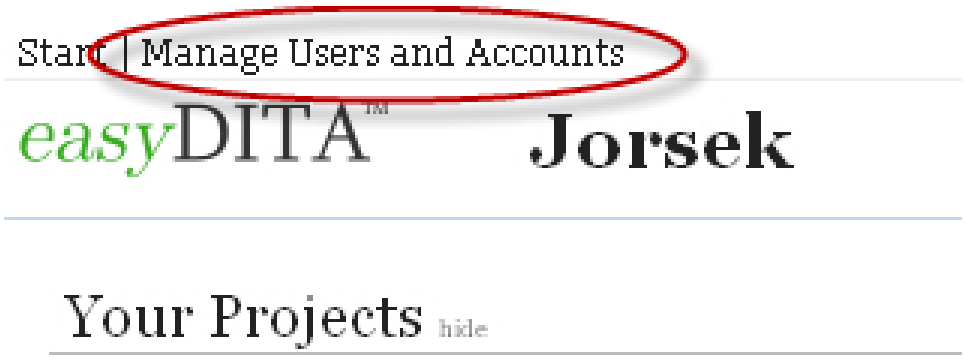
- ***Manage Users and Accounts*** (if you have permission)
- **Report Issue** - create a problem report to let the easyDITA team know about a problem you've encountered in the software.
- **Sign Out**- log out of easyDITA, and re-display the login screen.
- **Show/Hide** Your Projects list
- Create a ***New*** *Project*
- **Invite** users to one of Your Projects. This will add the Project to their "Your Projects" list.
- **Show/Hide** resolved Tickets
- **Show/Hide** closed Tickets

Adding a User

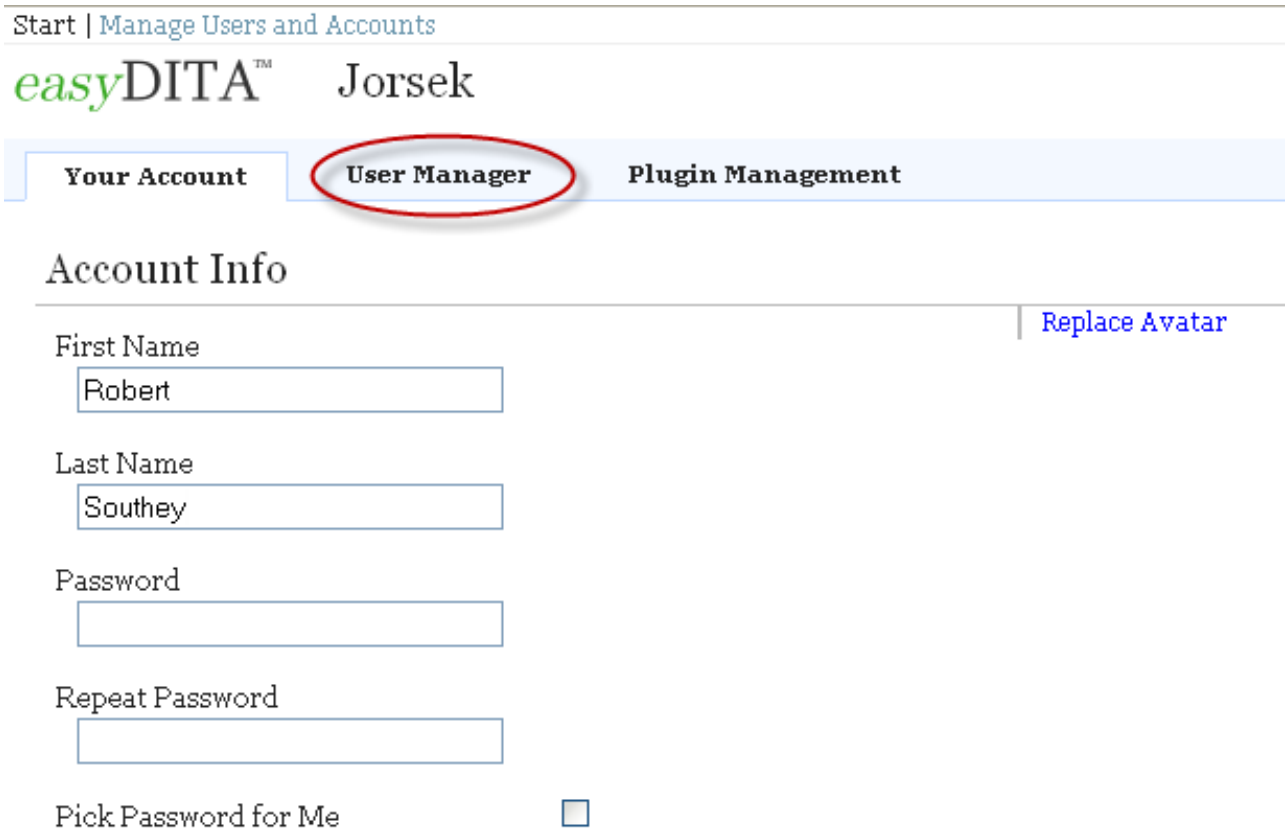
How to add a new user account

You are logged in as an Administrator and need to create a new user.

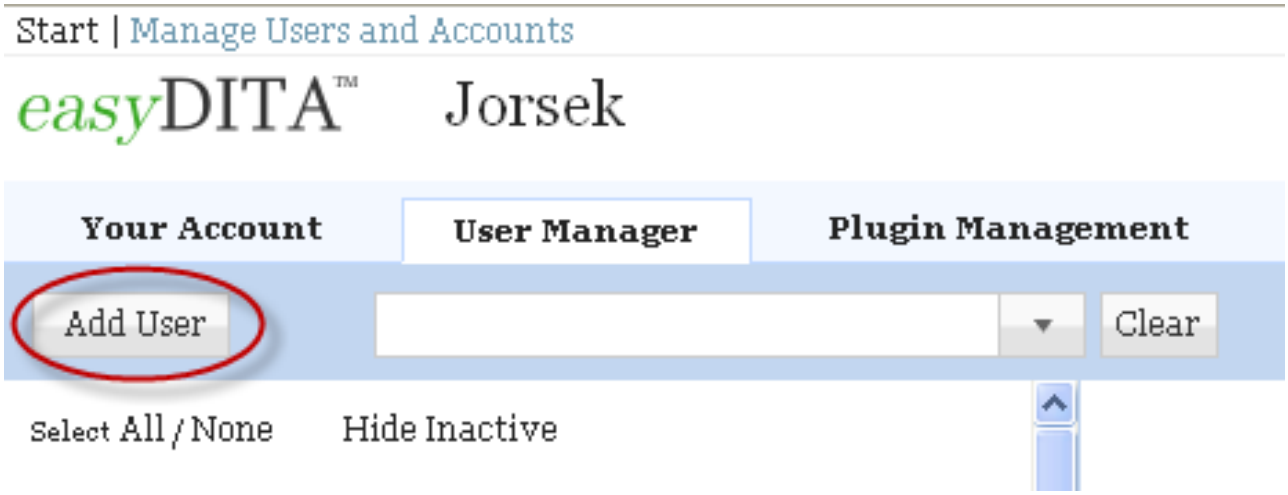
1. Click **Manage Users and Accounts** in the top left of the screen.



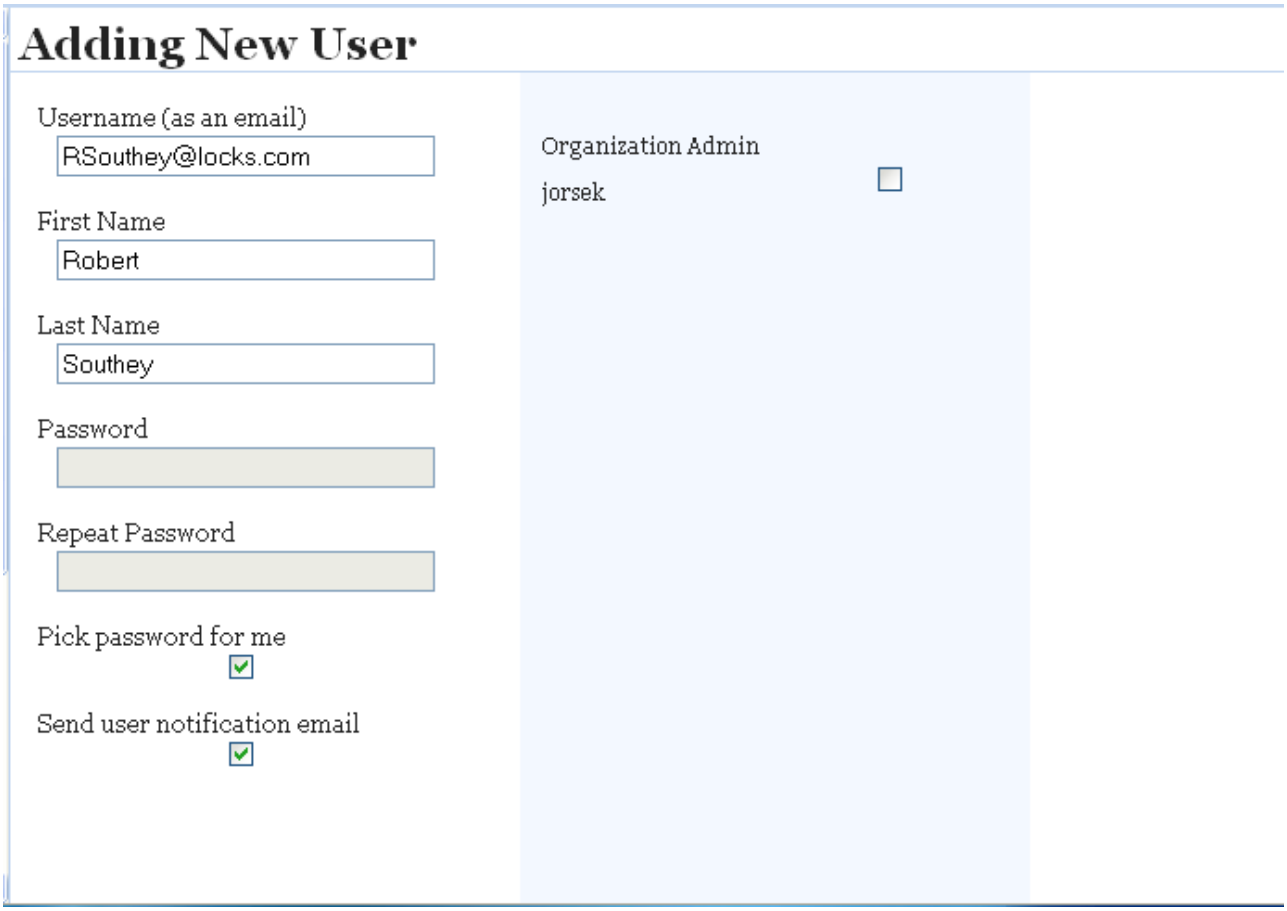
2. Click **User Manager.**



3. Click **Add User**.

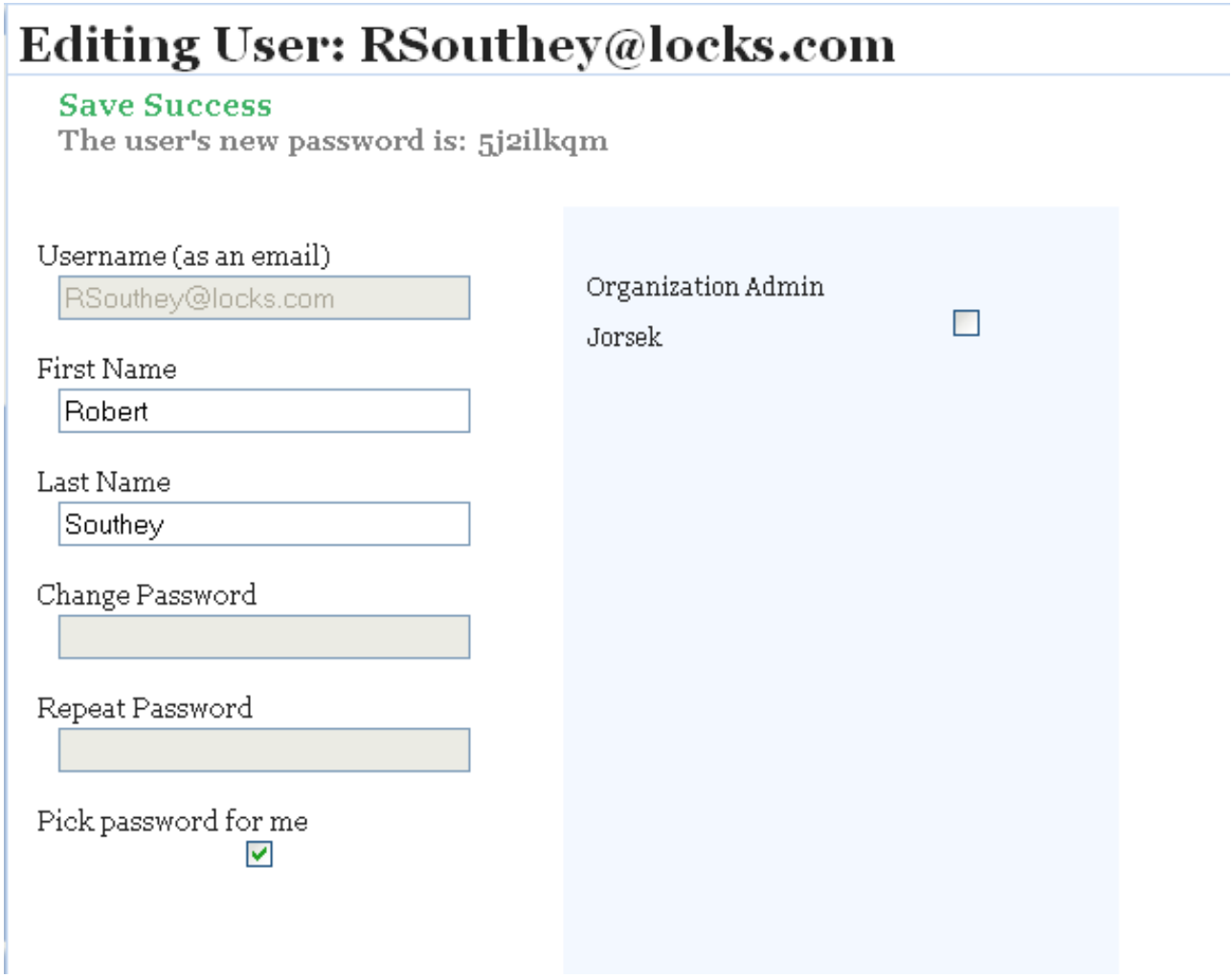


4. Enter the username and a first and last name.



a) The username **MUST** be a valid email address. This is used to notify the user of events that occur in easyDITA
b) You may either enter a password or select **Pick password for me**, which will generate a random password and display it after saving the user.
c) Selecting **Send user nofication email** will send an email to the new user with login instructions and their login information
d) Make this new user an administrator by checking **As Admin** next to the name of your organization

Once the user has been saved you will be alerted and the form will switch to the user editing form. If you asked to "Pick a Password for me" the password is shown near the top of the form.



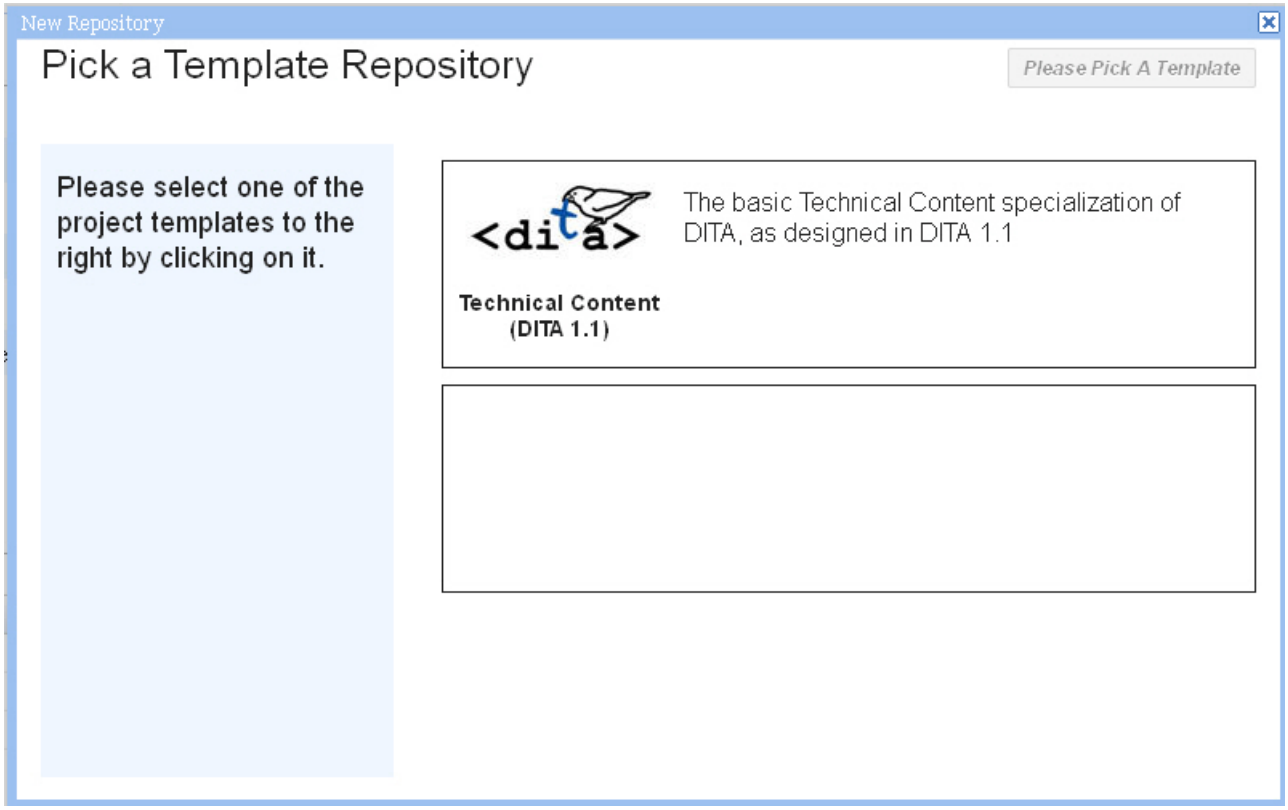
Adding a Project

Simple steps to add a new Project

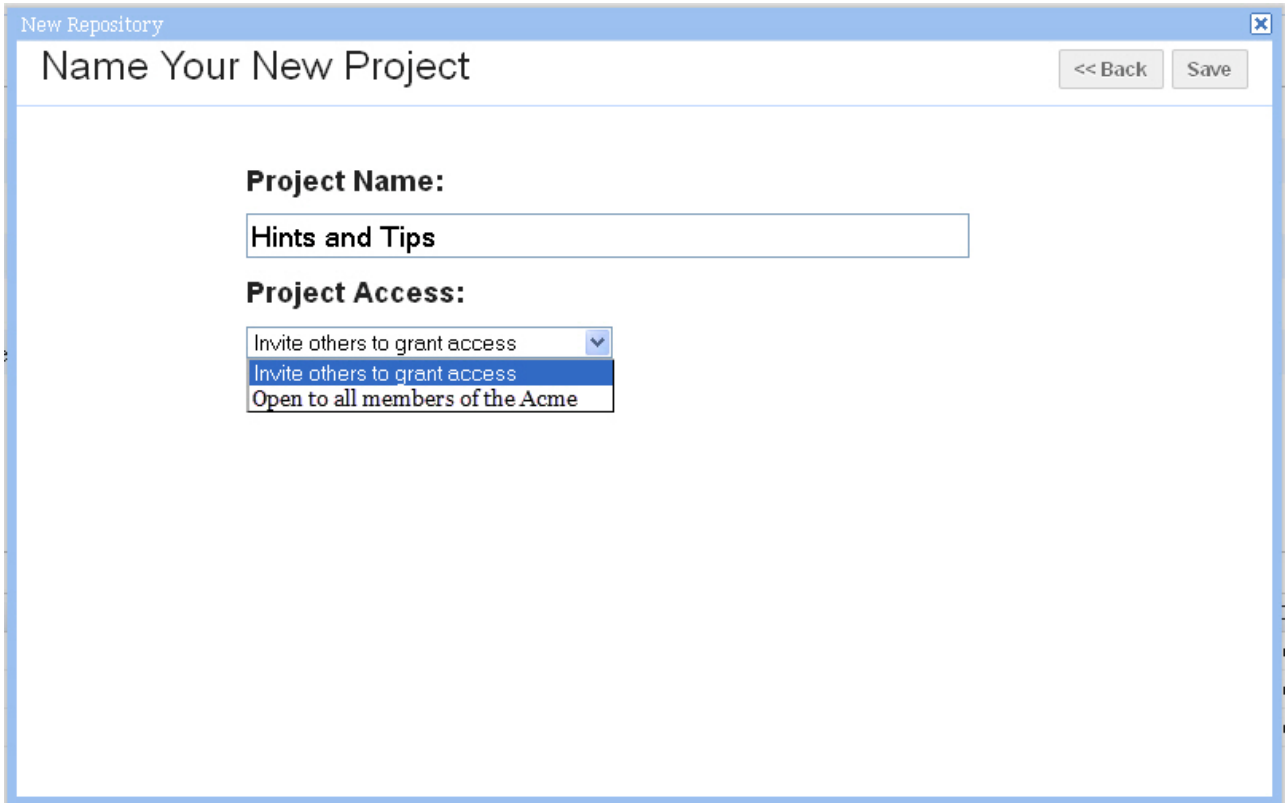
You are an administrator and you need to create a new Project repository for the Organization.

1. Go to the **Start Dashboard** and click **+New** above Your Projects.

2. Select a Template type (note: many organizations have only one).


New Repository
Pick a Template Repository
Please Pick A Template
Please select one of the project templates to the right by clicking on it.
The basic Technical Content specialization of DITA, as designed in DITA 1.1
Technical Content (DITA 1.1)

3. Click **Next**
4. Enter a **Project Name**.



5. Select a type of **Project Access**

- Select **Invite others to grant access** if you want to restrict access to users that were invited to the project
- Select **Open to all members** if anyone can access the project.

6. Click **Save.**

The New Project appears in Your Projects.

The Content Manager

Overview of the Content Manager features and functions

You can open the Content Manager from the Start Dashboard by clicking on a Project. The Content Manager displays the directory hierarchy for a Project and the contents of currently selected folder.

You can perform the following tasks in the Content Manager:

- **View Resources.** Clicking on a file will open the *Resource Viewer*. From the Resource Viewer you can preview the file, view details and metadata, view the revision history, edit the file on-line, localize the file (for DITA topics and maps), or publish (for DITA maps).
- **Create New Objects.** Use the **Create New** pull down menu to *create folders* or *create DITA files* (including any standard element type such as topic, tasks, reference, or concept, or a type from a specialization used in your project). When you create a new file, you can either open the file in an easyDITA Editor, or just create an empty file in the current folder.
- **Upload Files.** Use the **Upload** button to upload files from your computer to the easyDITA repository, including digital media and documents. You can upload individual files, or collections of files in ZIP format.
- **Navigate.** You can navigate through the directory hierarchy in any of three ways:
  - Clicking a folder in the **folder tree** on the left side of the Content Manager. Clicking + will expand a subdirectory; clicking — will collapse it.
  - Clicking on a folder in the **content list** on the right side of the Content Manager
  - Clicking in the **breadcrumb trail** directly above the content list (in the example shown, **documents > User Documentation > Content Manager**). Clicking any term in the trail or breadcrumbs will take you to that level of the directory hierarchy
- **Manage Files.** The ***Delete***, ***Rename*** , or ***Issue Ticket*** buttons each act on items you have selected in the content list. Use the checkboxes to the left of an item to select it. You can also **Select All / None** using the first drop down menu.
- **Search.** You can *search* for content the current Project by entering text in the search dialog at the top right of the Content display.
- **List or Icon view.** You can toggle between a List view or an Icon view using the buttons at the right of the content list header bar.
- **Sort.** You can sort by file Name, Date, Document type, or Status.
- **Lock/unlock.** Every file can be locked or unlocked.
  - Locking a file prevents users from editing it.

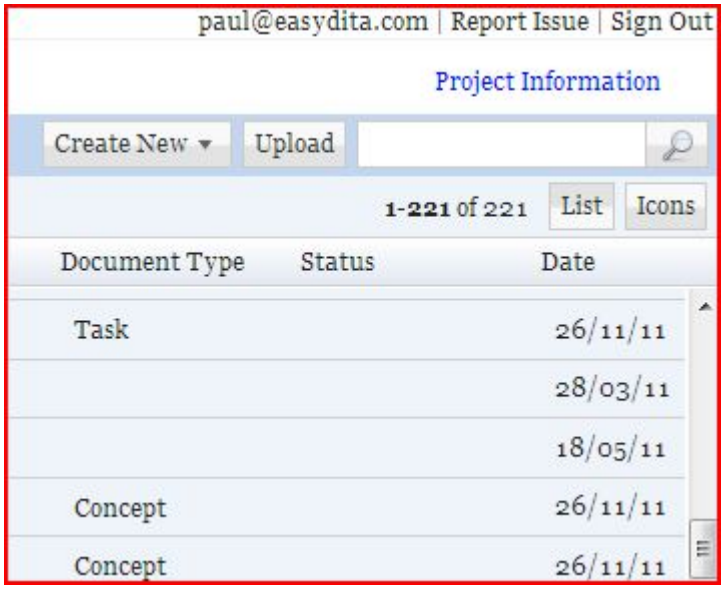
- Files are automatically locked (and the padlock is shown as locked) when you open a file in an easyDITA editor.
- When a file is locked, the padlock shows who has locked the file (i.e. who has it checked out).

Creating a Folder

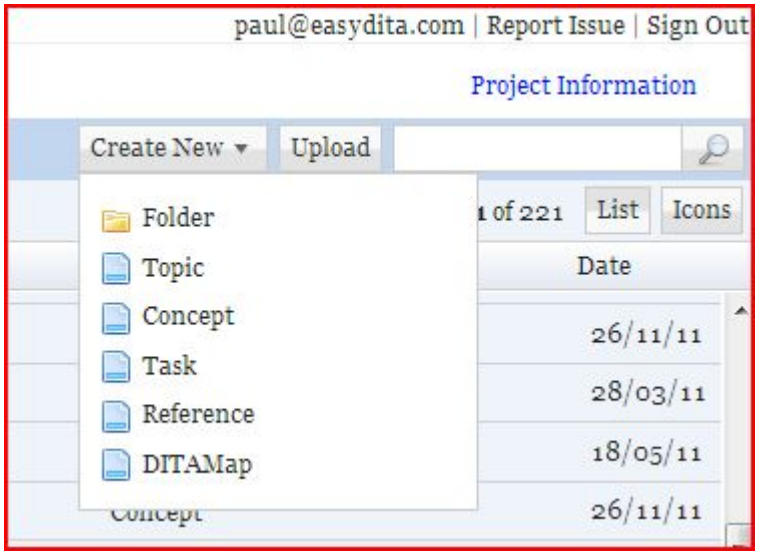
How to create a new folder in the Content Manager

You are in the Content Manager and need to create a new folder.

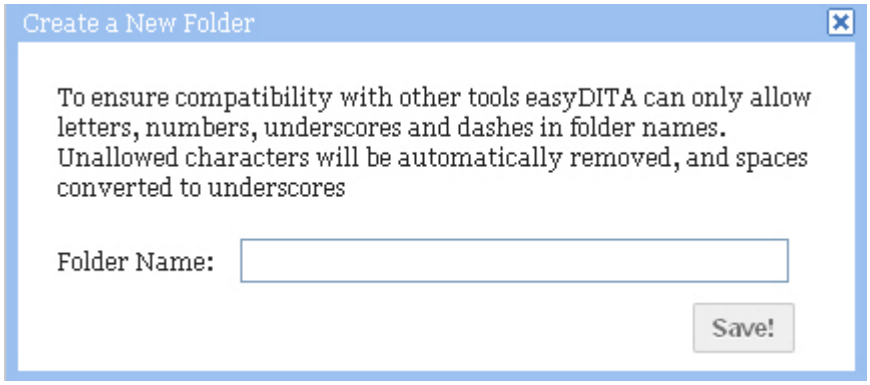
1. Click **Create New** to open the pulldown menu.



2. Click to select the object you need to create (note that the selections may vary with your server configuration).



3. Enter a file name for the new folder and click **Save!**.


Create a New Folder
To ensure compatibility with other tools easyDITA can only allow letters, numbers, underscores and dashes in folder names. Unallowed characters will be automatically removed, and spaces converted to underscores
Folder Name:
Save!

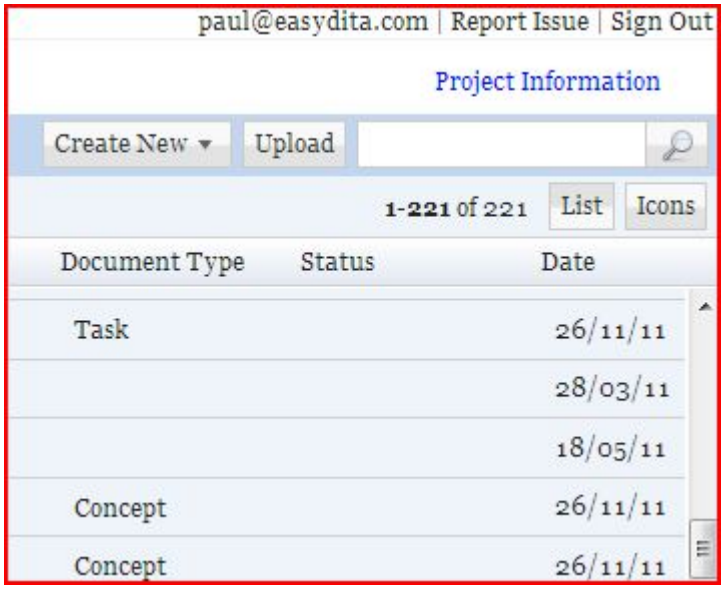
Your new folder will appear in the Content Manager.

Creating a File

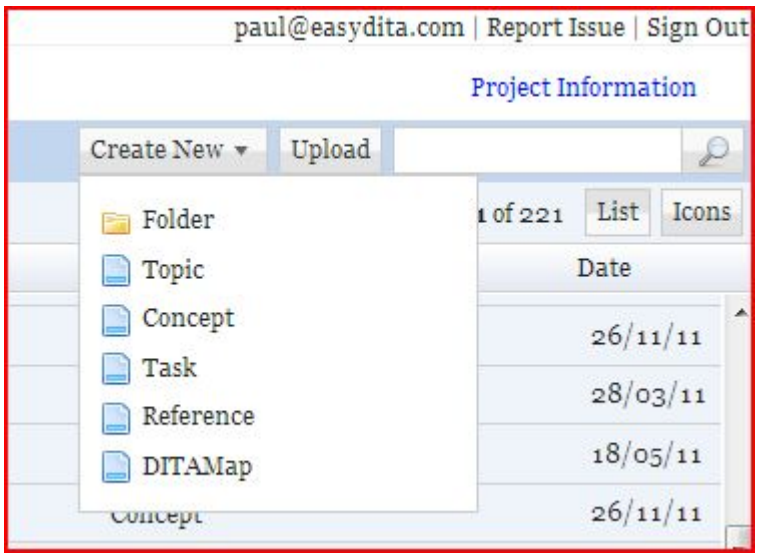
How to create a new file

You are in the Content Manager and you need to create a new file

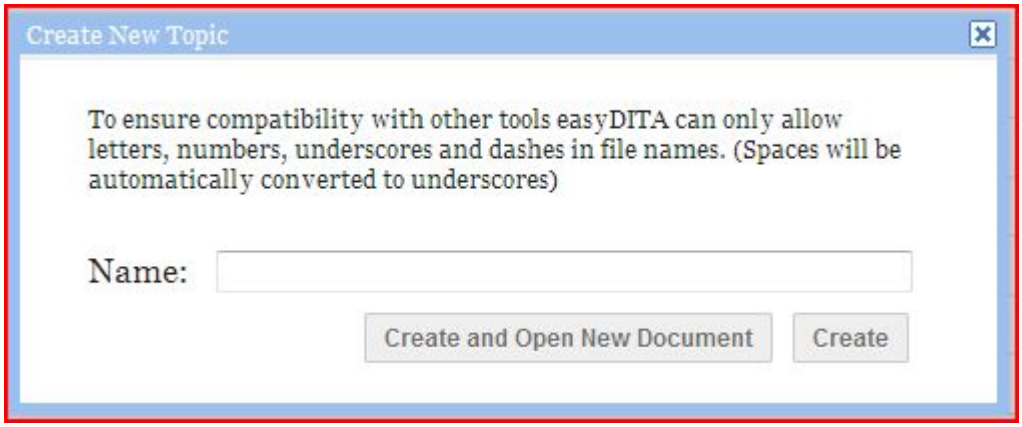
1. Click **Create New** to open the pulldown menu.



2. Click to select the object you need to create (note that the selections may vary with your server configuration).



3. Enter a file name for the new object.


Create New Topic
To ensure compatibility with other tools easyDITA can only allow letters, numbers, underscores and dashes in file names. (Spaces will be automatically converted to underscores)
Name:
Create and Open New Document
Create

4. Click **Create and Open New Document** to open the document in an editor, or click **Create** to create an empty object and return to the Content Manager.

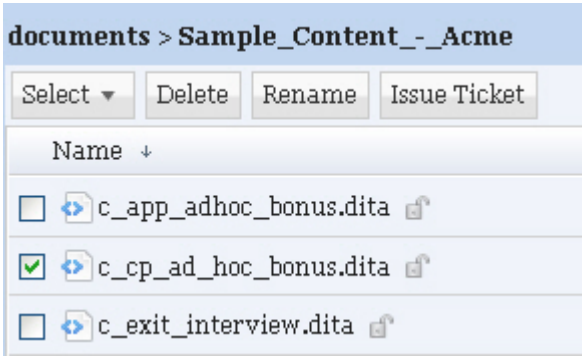
Your new file is created and available in the Content Manager.

Renaming Files or Folders

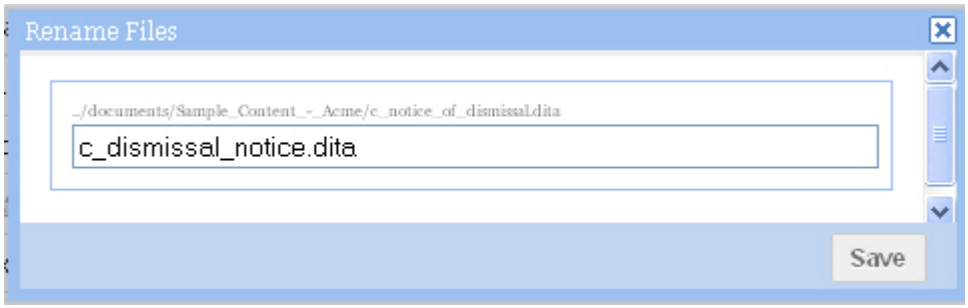
How to rename files and folders in the content manager

You are in the Content Manager and need to rename files or folders. You have permission to rename these files as the content owner or a system administrator.

1. In the Content Manager, locate the file(s) or folder(s) you need to rename.
2. Select the files to rename using the checkbox to the left of each filename.



3. Click the **Rename** button.
4. In the Rename Files dialog, enter the new name(s) for the file(s).



5. Click **Save** when you are done.

Thge selected files will be renamed.

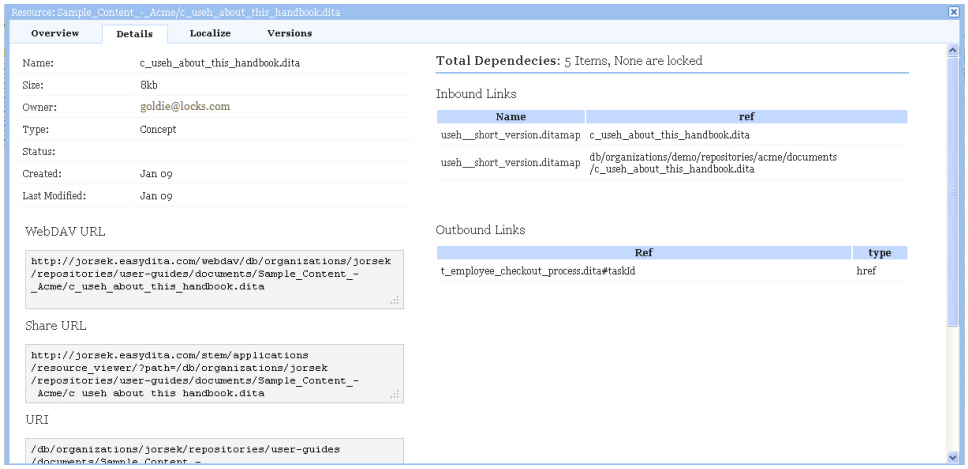
Deleting Files or Folders

How to Delete files or folders

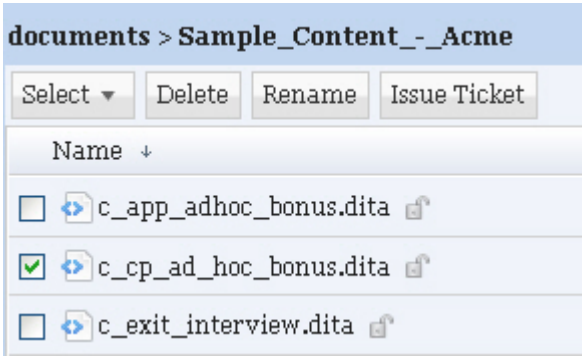
You are in the Content Manager and need to delete files or folders. You have permission to delete these files as the content owner or a system administrator.

1. In the Content Manager, locate the file(s) or folder(s) you need to delete.

Note: It is a Best Practice to be certain that any file you are about to delete is not referenced by other files. You can check this by opening the file in the Resource Viewer and examining the Inbound Links in the Details tab. If there are Inbound Links, the file is referenced by other files, and deleting the file would break those links.



2. Select the files to delete using the checkbox to the left of each filename.



3. Click the **Delete** button.
4. Click **OK** to verify the Delete operation.

The files you selected are deleted.

Searching for Content

How to Search for files

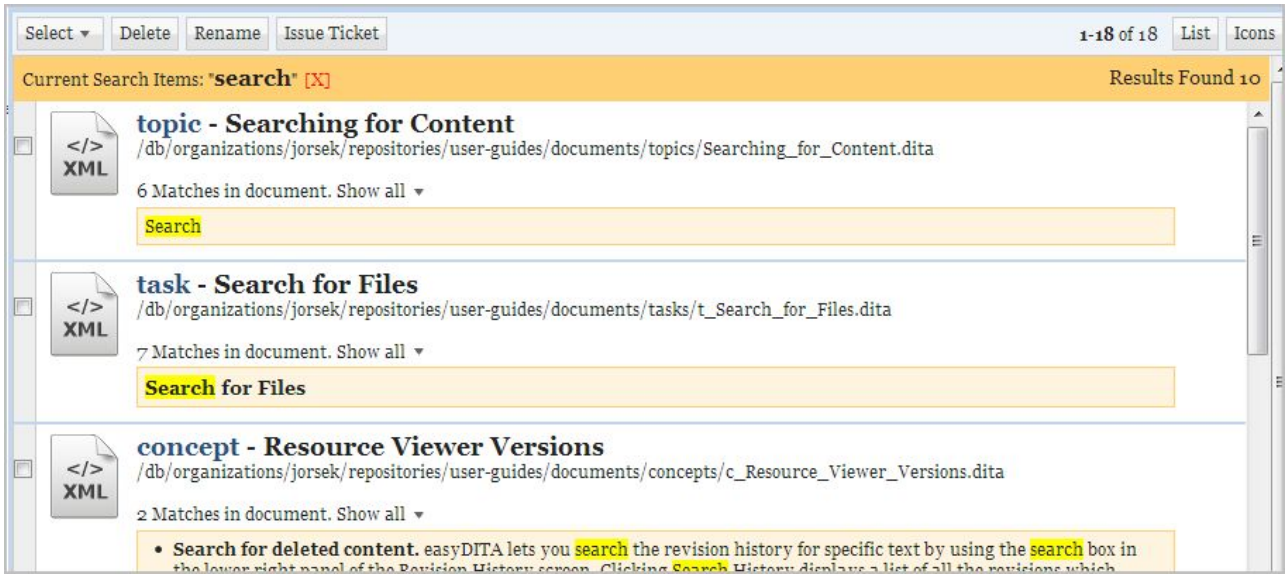
You are in the *Content Manager*, *Map Editor*, or other part of easyDITA that requires choosing a file, and you need to search for the file.

1. Enter a search term in the Search box.

Note: A search term can contain multiple words separated by spaces.

Note: A search term can contain wildcard characters including * and ?

2. Click the Search icon.
The results of your search will be displayed below the search box, with summary statistics on the number of references per search result, some context, and highlights of the search term in the context. The orange bar between the search box and the search results shows each search term you entered as a "facet", and shows the number of **Results Found** by the combination of search terms.



3. Add search terms to narrow the search by searching within the results.
4. Click **(X)** next to a search term to remove it and broaden the search.
5. When you find the file you need, click or drag it to select it for the current operation.
   For example, you can drag a file from the search results and drop it into the DITA map editor.

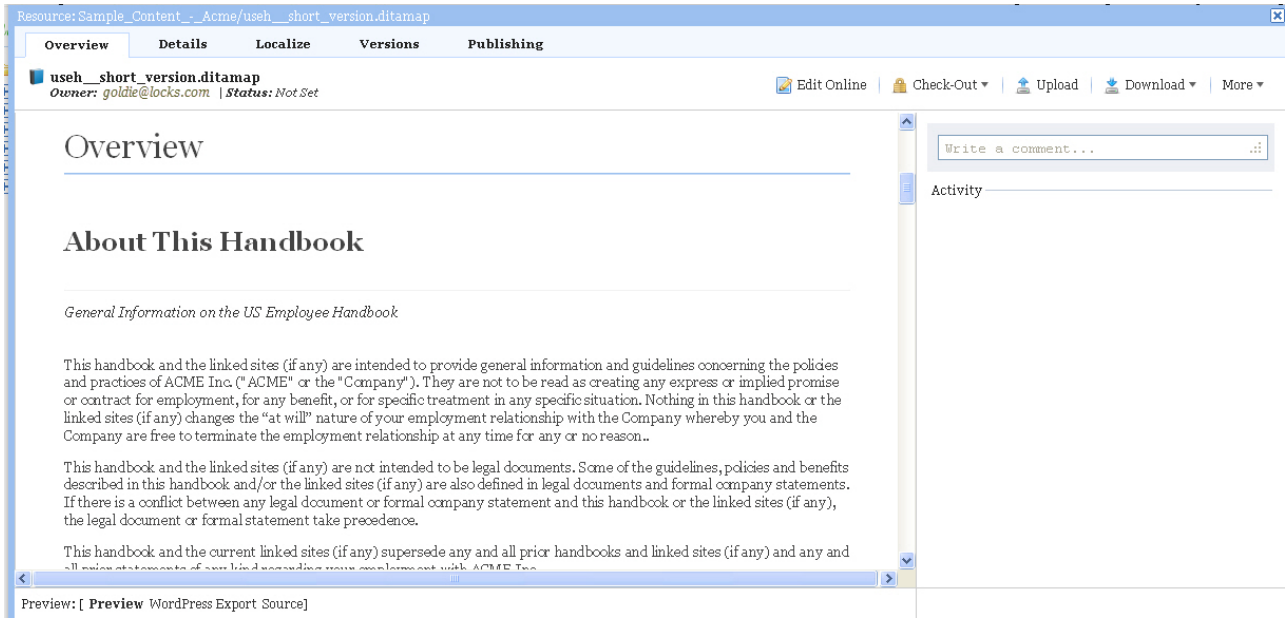
The Resource Viewer

Overview of the tabs of the Resource Viewer

When you click on a file in the Content Manager, the Resource Viewer will open in a pop-up window.

The Resource Viewer has these tabs:

- ***Overview*** - summary information about the file including a preview, the file status (e.g. is it locked and by whom), and recent activity on the file including any discussions.
- ***Details*** - key metadata fields / properties, the URLs for WebDAV and sharing, and Where Used information (i.e. links to this file from other files, and other files that are linked to this file).
- ***Localize*** - a list of localizations available for this file, and any localization projects currently in progress.
- ***Versions*** - the revision history for this file, and the ability to compare and restore previous revisions
- ***Publishing*** - Publish a map file and view the publication history (this tab only appears for map files)

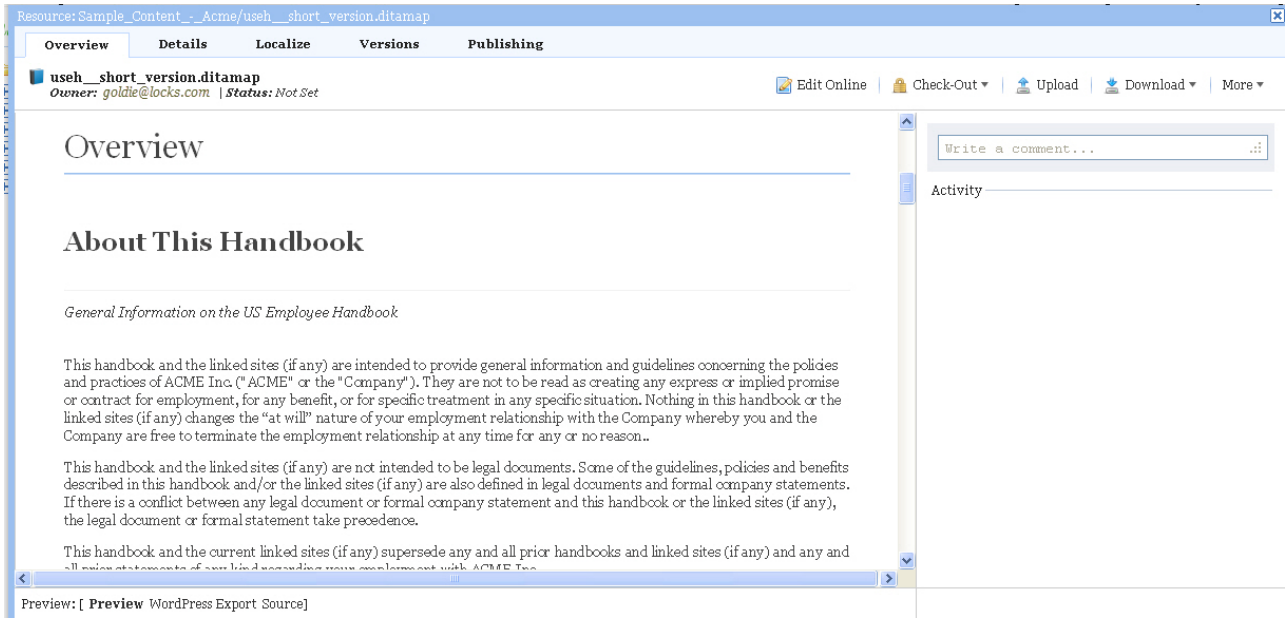

Resource: Sample_Content_-_Acme/useh__short_version.ditamap
Overview
Details
Localize
Versions
Publishing
useh__short_version.ditamap
Owner: goldie@locks.com | Status: Not Set
Edit Online
Check-Out
Upload
Download
More
Overview
About This Handbook
General Information on the US Employee Handbook
This handbook and the linked sites (if any) are intended to provide general information and guidelines concerning the policies and practices of ACME Inc. ("ACME" or the "Company"). They are not to be read as creating any express or implied promise or contract for employment, for any benefit, or for specific treatment in any specific situation. Nothing in this handbook or the linked sites (if any) changes the "at will" nature of your employment relationship with the Company whereby you and the Company are free to terminate the employment relationship at any time for any or no reason..
This handbook and the linked sites (if any) are not intended to be legal documents. Some of the guidelines, policies and benefits described in this handbook and/or the linked sites (if any) are also defined in legal documents and formal company statements. If there is a conflict between any legal document or formal company statement and this handbook or the linked sites (if any), the legal document or formal statement take precedence.
This handbook and the current linked sites (if any) supersede any and all prior handbooks and linked sites (if any) and any and
Write a comment...
Activity
Preview: [Preview WordPress Export Source]

The Resource Viewer Overview Tab

Describes the Overview tab in the Resource Viewer

The Resource Viewer Overview is a central starting point for the activities you'll perform on any given file, including:

- **Preview** the file in one of several formats (selectable below the file preview pane)
- **Edit Online** - open a DITA document in the appropriate easyDITA editor (not available if the document is Locked)
- **Check-out** a file so that it is locked to prevent editing by others (not available if the document is Locked)
- **Upload** an Update to this file from your desktop (not available if the document is Locked)
- **Download** the file or a ZIP file to your desktop
- **More...**
    - **Print** a simple HTML rendition of the file for reference.


Resource: Sample_Content_-_Acme/useh__short_version.ditamap
Overview
Details
Localize
Versions
Publishing
useh__short_version.ditamap
Owner: goldie@locks.com | Status: Not Set
Edit Online
Check-Out
Upload
Download
More
Overview
About This Handbook
General Information on the US Employee Handbook
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This handbook and the linked sites (if any) are not intended to be legal documents. Some of the guidelines, policies and benefits described in this handbook and/or the linked sites (if any) are also defined in legal documents and formal company statements. If there is a conflict between any legal document or formal company statement and this handbook or the linked sites (if any), the legal document or formal statement take precedence.
This handbook and the current linked sites (if any) supersede any and all prior handbooks and linked sites (if any) and any and
Write a comment...
Activity
Preview: [Preview WordPress Export Source]

The Resource Viewer Details Tab

Describes the Details tab in the Resource Viewer

The Resource Viewer Details tab provides the following information:

- Key metadata properties for the file
- URLs for WebDAV, Sharing, and the file URI
- In-bound links - references to this file by other files (e.g. DITA maps that include this file and conrefs)
- Out-bound links - references to other files from within this file (e.g. images, conrefs, descendants of a DITA map).

The Resource Viewer Versions Tab

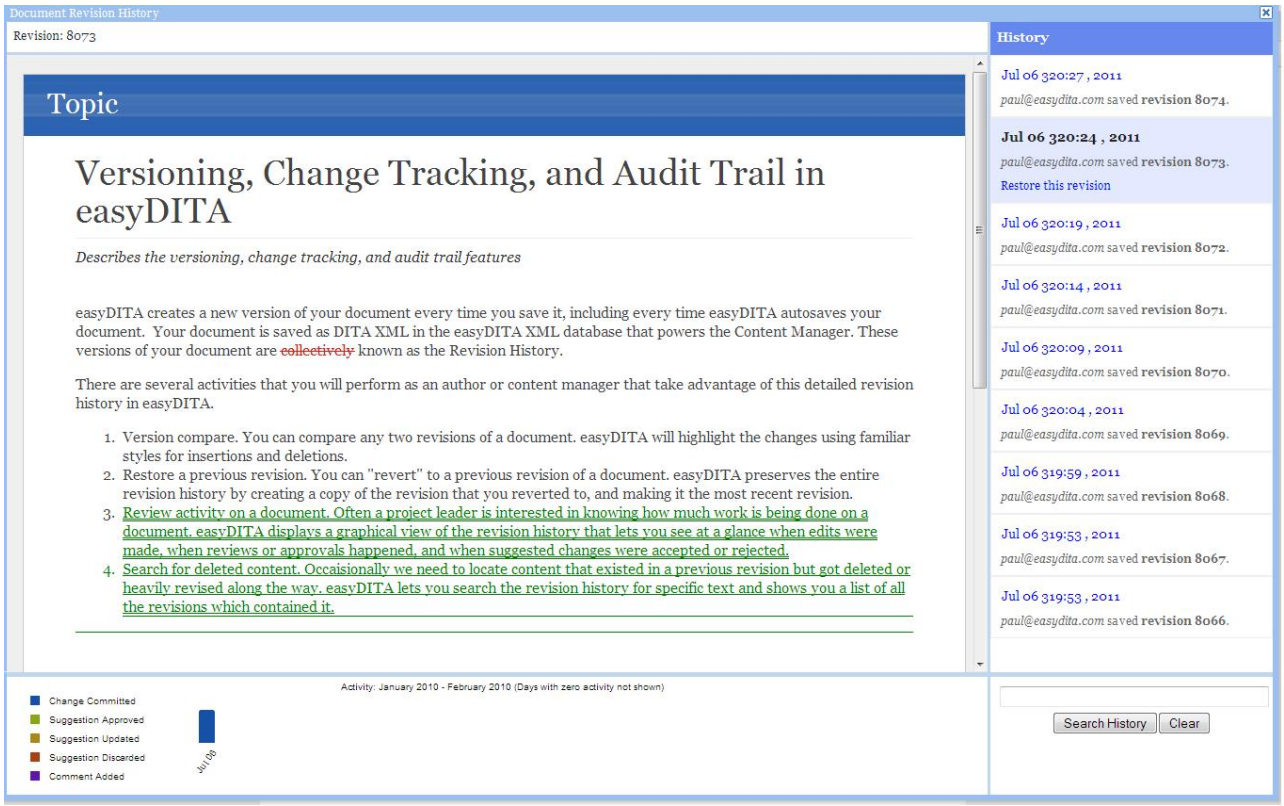
Describes Versions tab features in Resource Manager

The Versions tab in the Resource Manager shows the Revision History for the resource. You can also access this from the **File** menu in the easyDITA Editor by selecting **See revision history**.

Resource: Sample_Content_-_Acme/useh__short_version.ditamap
Overview
Details
Localize
Versions
Publishing
Most Current Revision:
History
Overview
About This Handbook
General Information on the US Employee Handbook
This handbook and the linked sites (if any) are intended to provide general information and guidelines concerning the
and practices of ACME Inc. ("ACME" or the "Company"). They are not to be read as creating any express or implied
or contract for employment, for any benefit, or for specific treatment in any specific situation. Nothing in this handbook
linked sites (if any) changes the "at will" nature of your employment relationship with the Company whereby you and
Company are free to terminate the employment relationship at any time for any or no reason.
Activity (Days with zero activity not shown)
Change Committed
Suggestion Approved
Suggestion Updated
Suggestion Discarded
Comment Added
Search History
Clear

easyDITA creates a new revision every time you save a document, including autosaves, but also keeps all previous revisions. These revisions are collectively known as the **Revision History**.

There are several activities that you will perform as an author or content manager that take advantage of this detailed revision history in easyDITA. All of these activities are performed on the **Document Revision History** screen:


Document Revision History
Revision: 8073
History
Topic
Versioning, Change Tracking, and Audit Trail in easyDITA
Describes the versioning, change tracking, and audit trail features
easyDITA creates a new version of your document every time you save it, including every time easyDITA autosaves your document. Your document is saved as DITA XML in the easyDITA XML database that powers the Content Manager. These versions of your document are collectively known as the Revision History.
There are several activities that you will perform as an author or content manager that take advantage of this detailed revision history in easyDITA.
1. Version compare. You can compare any two revisions of a document. easyDITA will highlight the changes using familiar styles for insertions and deletions.
2. Restore a previous revision. You can "revert" to a previous revision of a document. easyDITA preserves the entire revision history by creating a copy of the revision that you reverted to, and making it the most recent revision.
3. Review activity on a document. Often a project leader is interested in knowing how much work is being done on a document. easyDITA displays a graphical view of the revision history that lets you see at a glance when edits were made, when reviews or approvals happened, and when suggested changes were accepted or rejected.
4. Search for deleted content. Occaisionally we need to locate content that existed in a previous revision but got deleted or heavily revised along the way. easyDITA lets you search the revision history for specific text and shows you a list of all the revisions which contained it.
Jul 06 320:27 , 2011
paul@easydita.com saved revision 8074.
Jul 06 320:24 , 2011
paul@easydita.com saved revision 8073.
Restore this revision
Jul 06 320:19 , 2011
paul@easydita.com saved revision 8072.
Jul 06 320:14 , 2011
paul@easydita.com saved revision 8071.
Jul 06 320:09 , 2011
paul@easydita.com saved revision 8070.
Jul 06 320:04 , 2011
paul@easydita.com saved revision 8069.
Jul 06 319:59 , 2011
paul@easydita.com saved revision 8068.
Jul 06 319:53 , 2011
paul@easydita.com saved revision 8067.
Jul 06 319:53 , 2011
paul@easydita.com saved revision 8066.
Activity: January 2010 - February 2010 (Days with zero activity not shown)
Change Committed
Suggestion Approved
Suggestion Updated
Suggestion Discarded
Comment Added
Jan '08
Search History
Clear

- **Version compare**. easyDITA shows highlighting for text that was inserted or deleted for the revision you have selected in the Revision history panel on the right.
- **Restore a previous revision.** You can "revert" to a previous revision of a document by clicking **Retore this version** for the revision you have selected in the Revision history panel on the right.

- **Review activity and audit trail on a document.** easyDITA displays a graphical view of the revision history in the lower panel that lets you see at a glance when edits were made, when reviews or approvals happened, and when suggested changes were accepted or rejected. The Revision History panel also shows audit trail information including the name of the user that saved each revision, so you can see who made changes to the document, what the changes were, and when they made them.
- **Search for deleted content.** easyDITA lets you search the revision history for specific text by using the search box in the lower right panel of the Revision History screen. Clicking Search History displays a list of all the revisions which contained the search term. Clicking Clear will show all revisions in the history. You can select text in the document preview pane and copy it to the clipboard to recover the deleted text, then paste it into any other document with the easyDITA Editor.

In summary, easyDITA tracks every change, comment, suggestion, approval, and change acceptance/rejection on every document.

The Localization Manager

Describes the Localize tab on Resource Viewer or Map Editor

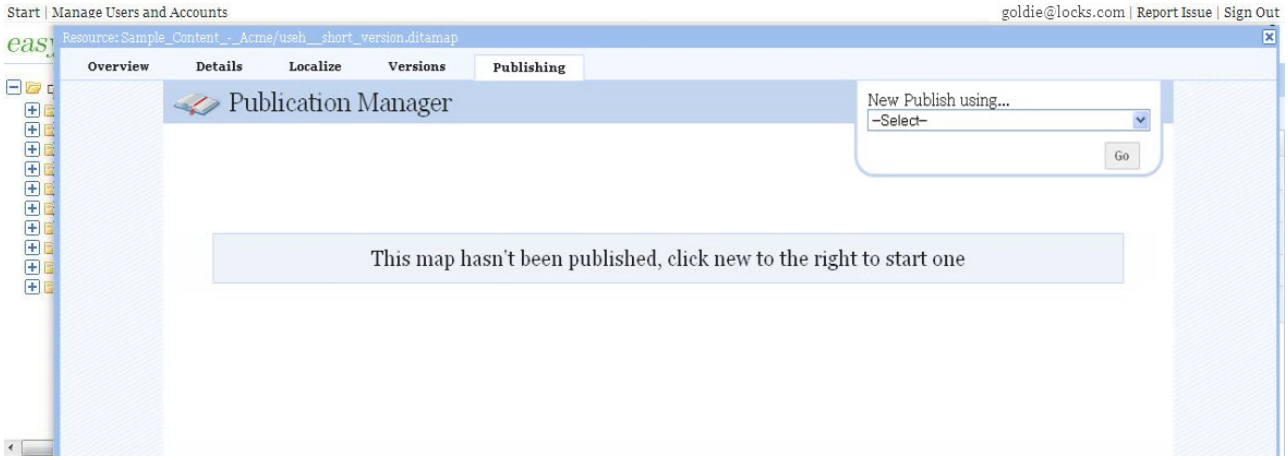
The Localization Manager provides access to the following features:

- A list of the **Localization Jobs in Progress** for this file, each of which consists of content that has been checked-out and exported from easyDITA for Localization (via a ZIP file or an integration), but that has not been checked-in.
- **Available Localizations** for this file.
- **New Localization Job Using** one of the localization methods available on your server. All servers provide the Zip 'n Ship method, which exports and reimports content via ZIP files.

The Resource Viewer Publishing Tab

Describes the Publishing tab in the Resource Viewer

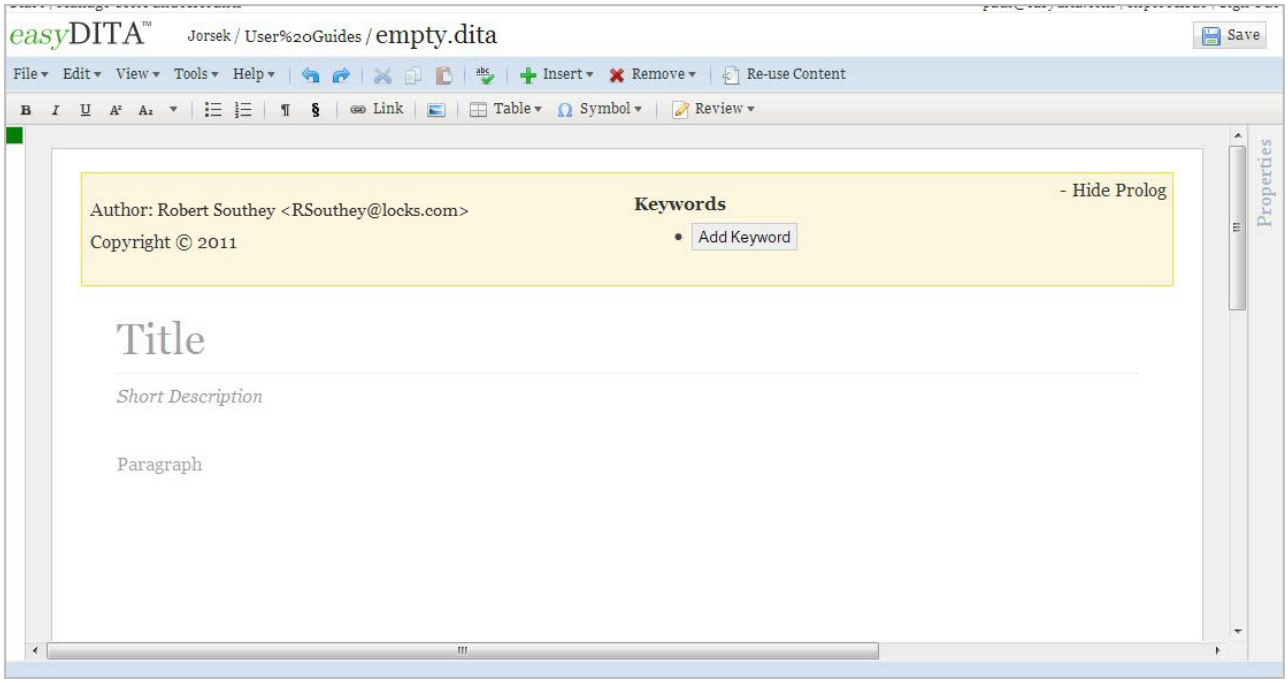
The Publishing tab is one way to access the *Publication Manager*. The other method is the Publish button in the *Map Editor*.


Start | Manage Users and Accounts
goldie@locks.com | Report Issue | Sign Out
Resource: Sample_Content_-_Acme/useh__short_version.ditamap
Overview
Details
Localize
Versions
Publishing
Publication Manager
New Publish using...
–Select–
Go
This map hasn't been published, click new to the right to start one

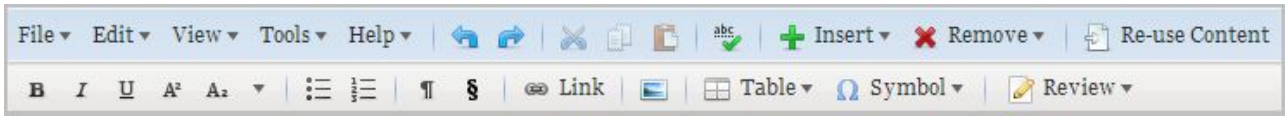
The easyDITA Editor

Introduction to the easyDITA Editor.

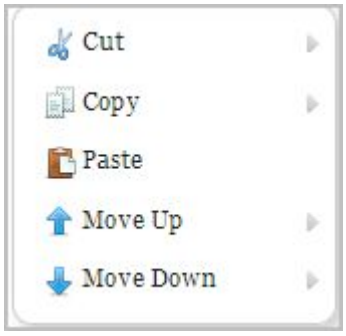
When you **Create and Open** a new topic in the Content Manager or click Edit On-line for a DITA topic, the easyDITA editor opens in a new tab. For a new file, the editor starts with a blank set of basic elements that are required to create a valid DITA file of the type you created. These preloaded elements are displayed with placeholders, shown as gray labels (e.g. Title, Author Name, Short Description, and Paragraph shown below). Clicking on the placeholder allows text to be entered into that element.



The easyDITA editor provides toolbars to allow the user to execute commands with the mouse. These include pull down menus as well as specialized controls to add or modify DITA content.



There is also a context menu that appears when you right-click the mouse on the document pane. The contents of the context meu vary depending upon the element at the cursor location and whether you have text selected.



The shaded area near the top of the editor highlights the Prolog in your DITA document. The Prolog contains keywords and other metadata elements.

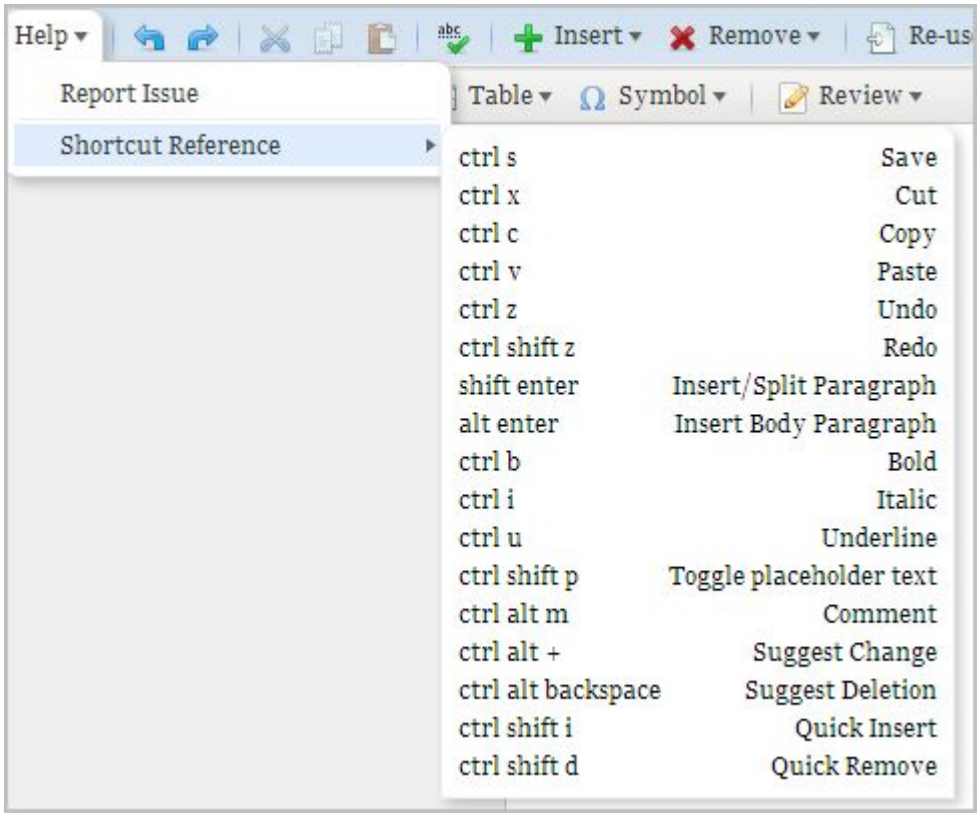
The white area below the prolog is the document body, where you enter your document content, including text, tables, images, and so on.

You can place the cursor anywhere in the structure using your mouse. easyDITA will only allow you to insert valid elements in the structure. You can insert elements using the **Insert** menu.

As you are typing, pressing Enter will insert a blank placeholder for the most logical element at the cursor location. For instance, in an unordered list (a.k.a. bullet list), pressing Enter after a list item will insert a placeholder for another list item. Pressing Enter on an empty list item will convert the empty item to a paragraph. And so on.

Likewise, the Tab key is contextual. In a list, pressing Tab will indent a list item, and shift-Tab will un-indent the item. In a table, Tab moves between fields.

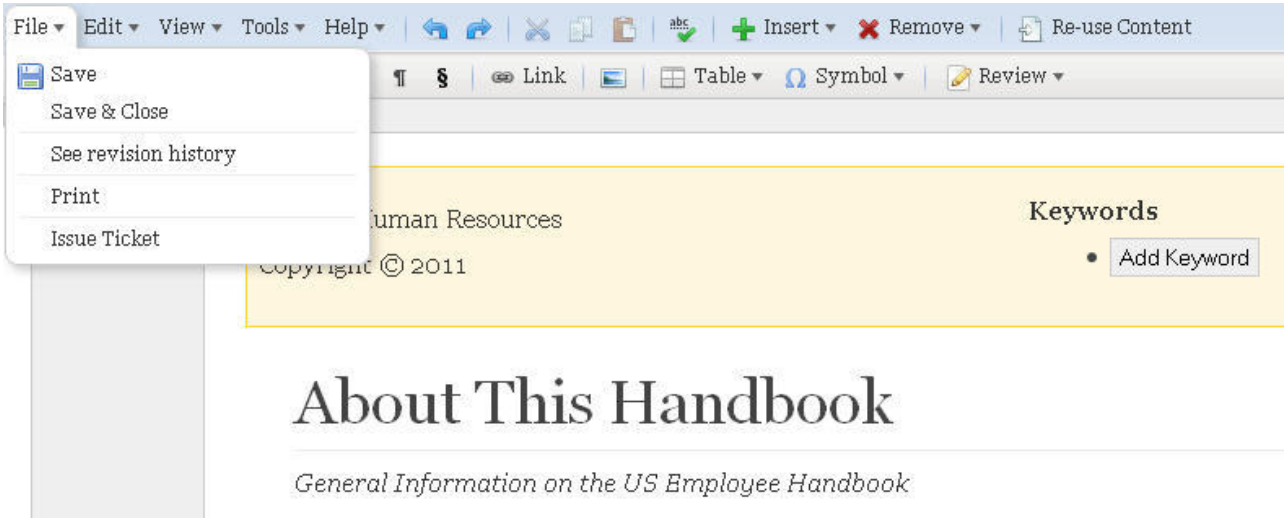
easyDITA provides a number of keyboard shortcuts. A quick reference of them is available in the Help menu.



The Editor File Menu

Description of the items on the File menu

The easyDITA Editor File Menu has these commands:



Save. Saves the file to the easyDITA repository. Files are also auto-saved periodically. Each save creates a new revision of the file in the repository; each revision is a "checkpoint" that can be restored.

Save & Close. Saves the file and closes the tab.

See revision history. This opens the *Revision History* dialog, where you can restore previous versions, see the revision history, and compare previous versions (track changes).

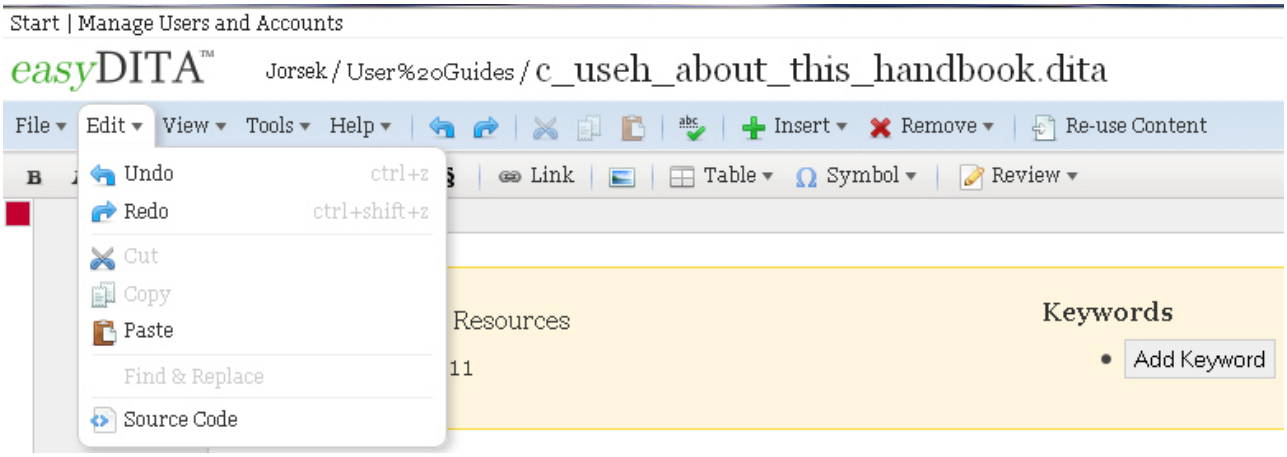
Print. Prints a styled copy of the DITA file to a local printer connected to your computer, using a simple HTML style sheet.

Issue Ticket. Issue a Ticket for this file.

The Editor Edit Menu

Describes the Edit menu commands

The **Edit** menu has the following commands:



Undo. Undoes the last edit to the file. You can repeat Undo for every action since the last Save.

Redo. Undoes the last Undo. You can repeat Redo for every Undo.

Cut. Cuts the selection.

Copy. Copies the selection.

Paste. Pastes the clipboard contents at the cursor location. Paste is "smart" in that it will Paste the elements on the clipboard at the most logical insertion point without violating the DITA structure.

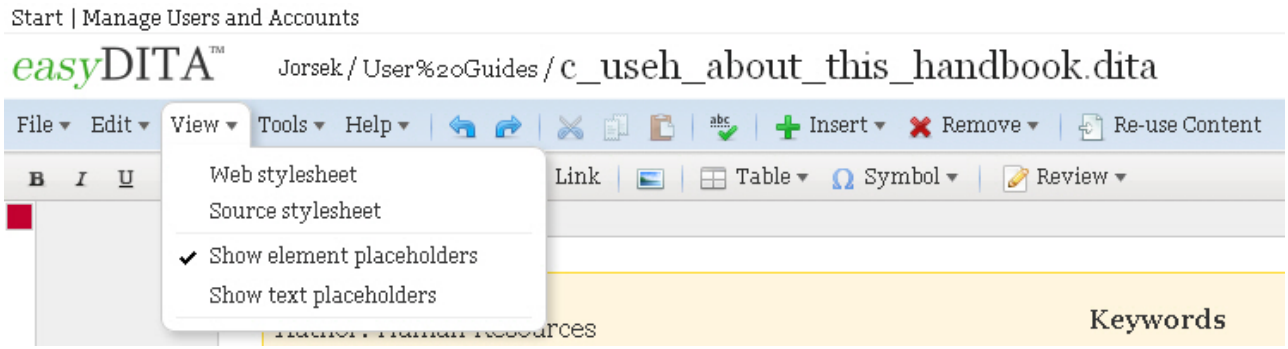
Find & Replace. Finds and replaces specified text within elements in the DITA structure.

Source Code. Opens an XML source code editor to allow you to directly edit the XML.

The Editor View Menu

Describes the commands on the View menu

The View menu in the easyDITA editor provides the following commands:



Web stylesheet. This is the default rich text view of the DITA file, styled with a web stylesheet. This view has placeholders for empty DITA elements, and rich text for formatted elements like italic, bold, underline, and lists.

Source stylesheet. This is a view of the document formatted as DITA source code, with tags on. This is useful for directly editing links and cross references normally hidden in the rich text view.

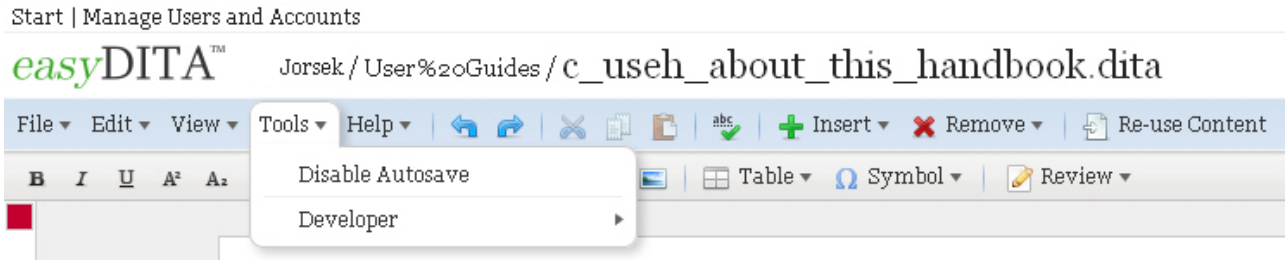
Show element placeholders. When checked, shows the placeholder text for elements (e.g. paragraph).

Show text placeholders. When checked, shows the placeholder text for text styling (e.g. strong, italic, etc.).

The Editor Tools Menu

Describes the commands on the Tools menu

The easyDITA editor has the following commands on the Tools menu:



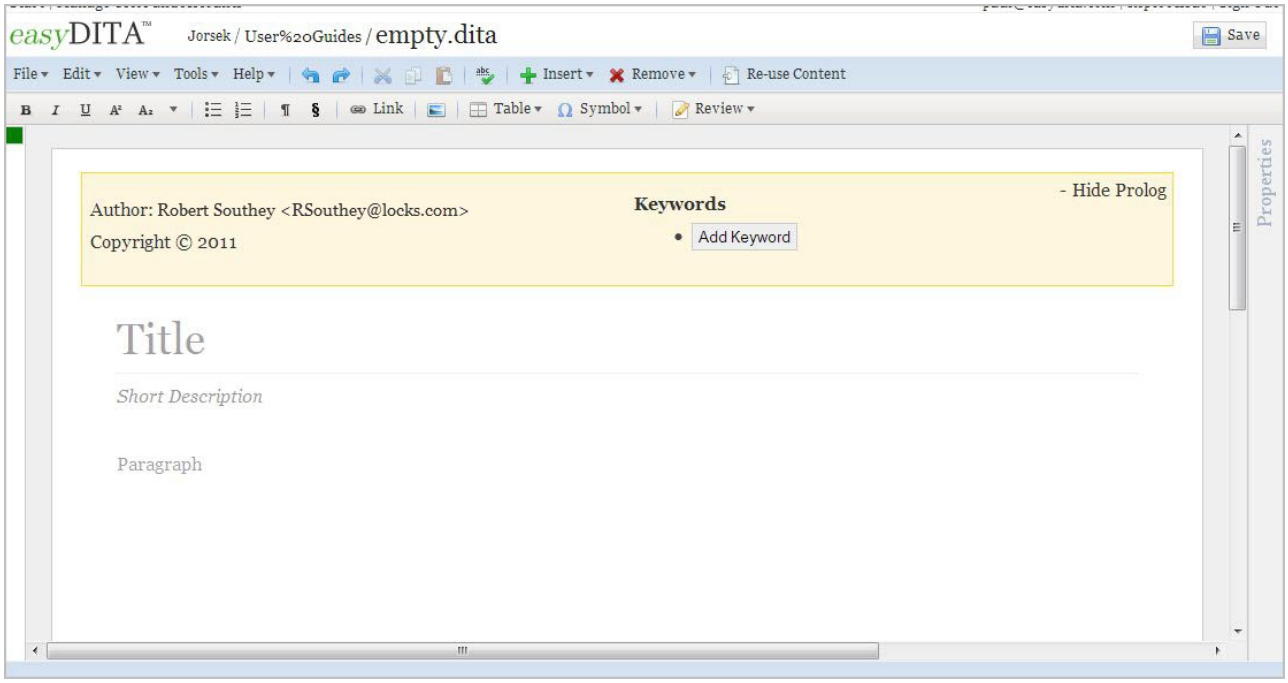
Disable Autosave. Disables the Autosave function when the author wants control over when the revision history is updated with new checkpoints.

Developer. These features may be used to help our support staff gather information about defects in the software or your system configuration.

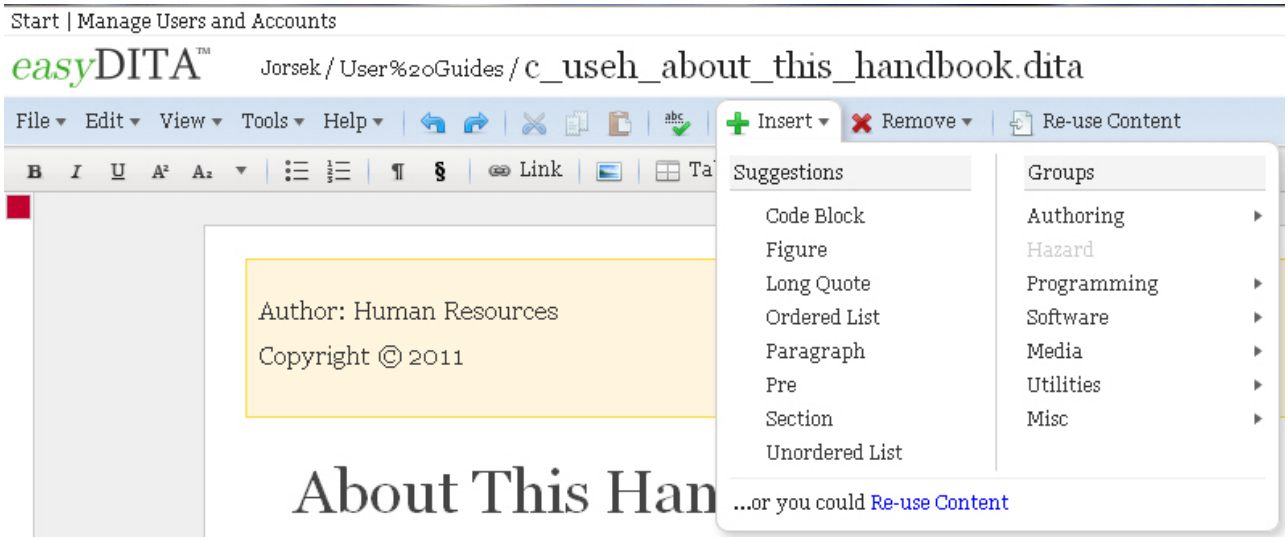
Structured Authoring in easyDITA

Describes key features and concepts for structured authoring

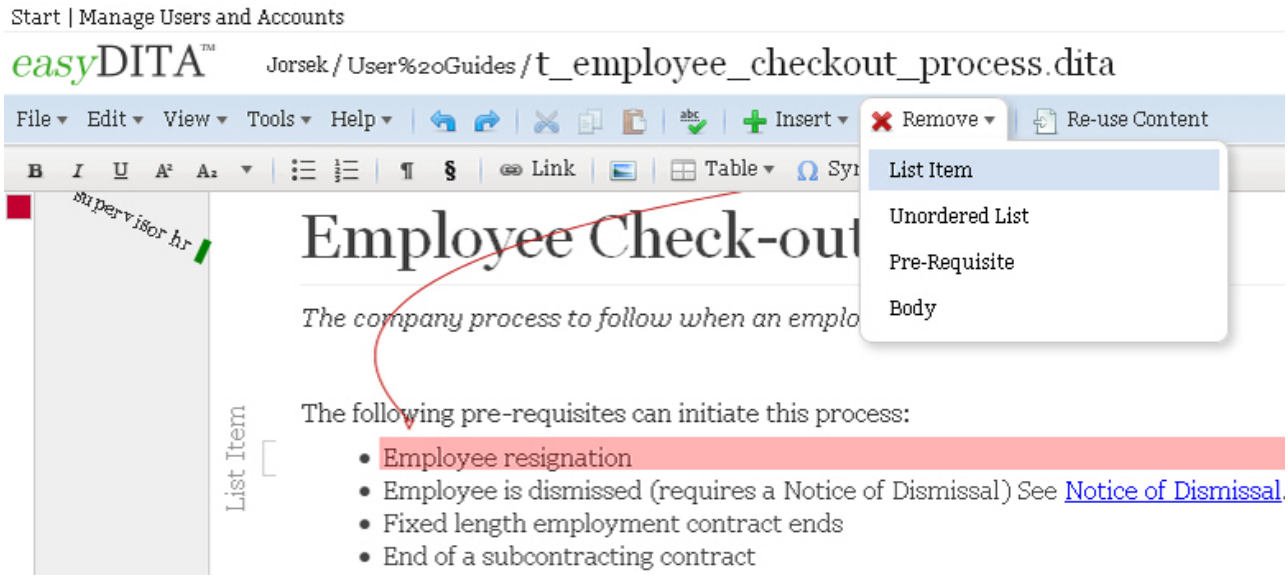
The easyDITA editor manages the structure of your DITA content as you work, ensuring that it remains valid at all times by preventing you from creating invalid content. The editor shows the currently selected DITA element in gray text to the left of the document.



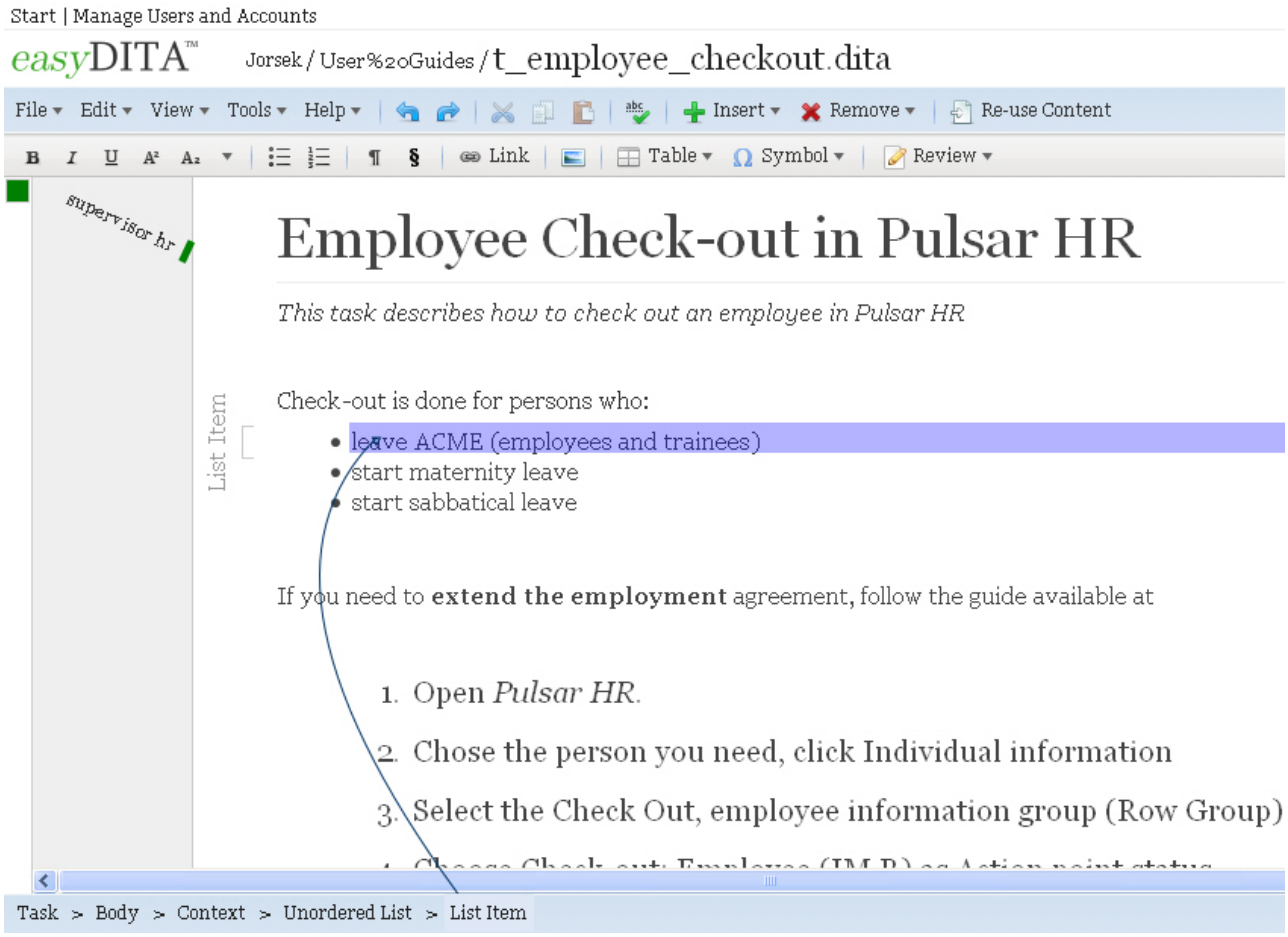
When **Inserting** an element, easyDITA will position it in the proper location in the DITA structure. Also, the drop down list for Inserting elements will only show elements that can be inserted at the current cursor location.



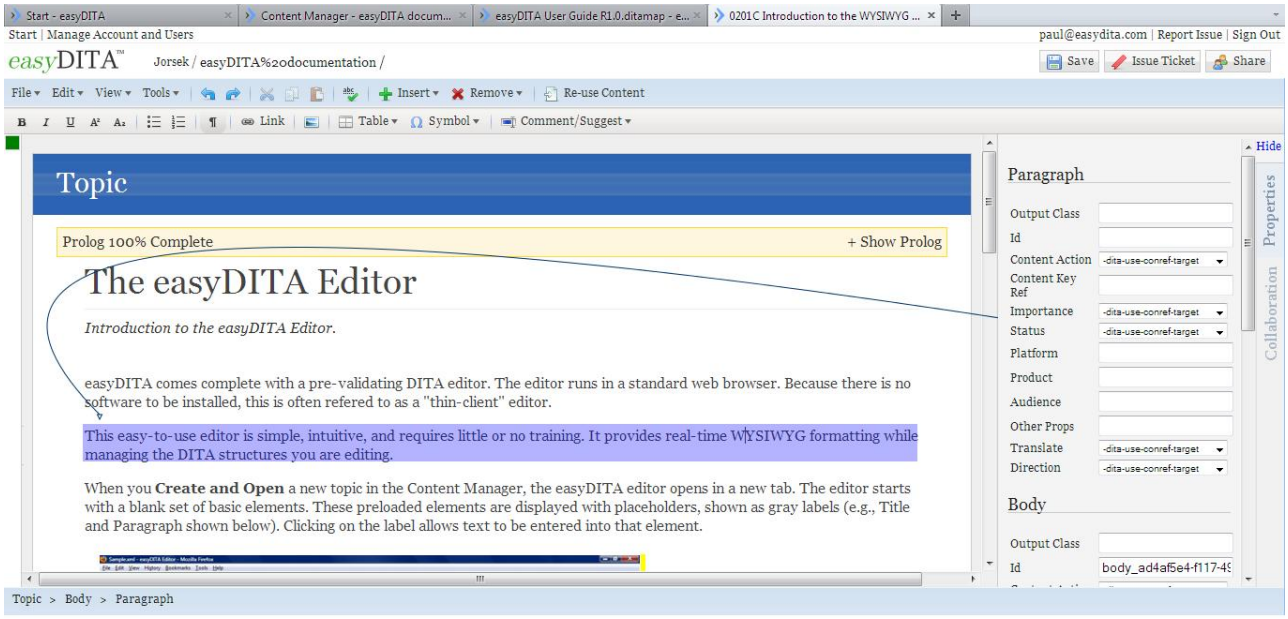
Likewise, when you **Remove** elements, easyDITA will ask which element you want to remove. In the example below, you can remove the List Item, the Unordered List, or the Body of the DITA document. The flying arrow points to the element you are removing, and it is highlighted in red to confirm this is the element you want to remove.



You can inspect where you are in the DITA XML structure by hovering over the structure status bar at the bottom of the screen. In this example, the List Item is highlighted and the flying arrow connects the text to the structure status bar element.



You can edit DITA properties by clicking Properties in the right margin. This expands the Properties panel. When you place the cursor in a property field to set an attribute, the flying arrow connects the attribute to the element in the document pane. In the example below, the Properties pane is displaying properties for the selected paragraph.

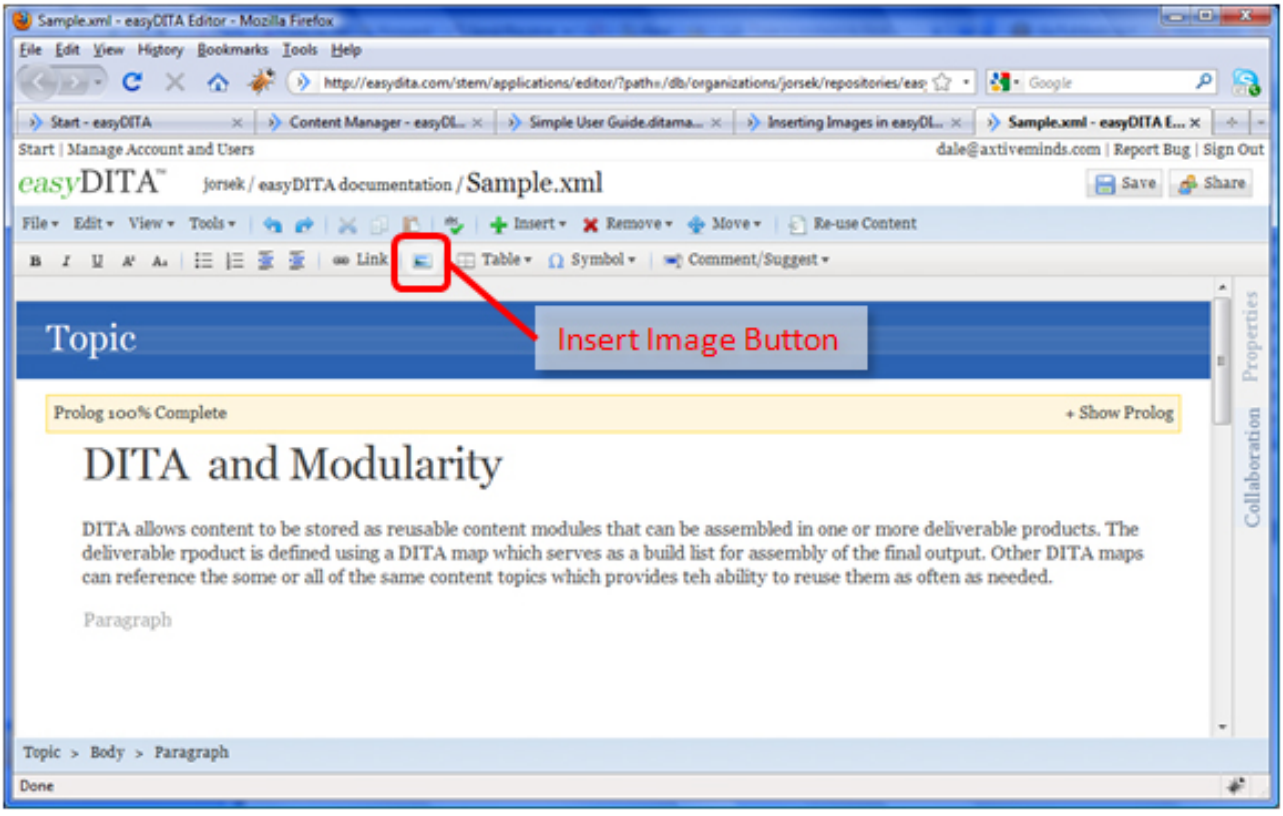

Start - easyDITA
Content Manager - easyDITA docum...
easyDITA User Guide R1.0.ditamap - e...
0201C Introduction to the WYSIWYG ...
Start | Manage Account and Users
paul@easydita.com | Report Issue | Sign Out
easyDITA
Jorsek / easyDITA%20documentation /
Save
Issue Ticket
Share
File
Edit
View
Tools
Insert
Remove
Re-use Content
Link
Table
Symbol
Comment/Suggest
Topic
Prolog 100% Complete
+ Show Prolog
The easyDITA Editor
Introduction to the easyDITA Editor.
easyDITA comes complete with a pre-validating DITA editor. The editor runs in a standard web browser. Because there is no software to be installed, this is often refered to as a "thin-client" editor.
This easy-to-use editor is simple, intuitive, and requires little or no training. It provides real-time WYSIWYG formatting while managing the DITA structures you are editing.
When you Create and Open a new topic in the Content Manager, the easyDITA editor opens in a new tab. The editor starts with a blank set of basic elements. These preloaded elements are displayed with placeholders, shown as gray labels (e.g., Title and Paragraph shown below). Clicking on the label allows text to be entered into that element.
Hide
Paragraph
Output Class
Id
Content Action
Content Key Ref
Importance
Status
Platform
Product
Audience
Other Props
Translate
Direction
Body
Output Class
Id
Properties
Collaboration
Topic > Body > Paragraph

Inserting an Image

How to insert an image in the editor and set its attributes

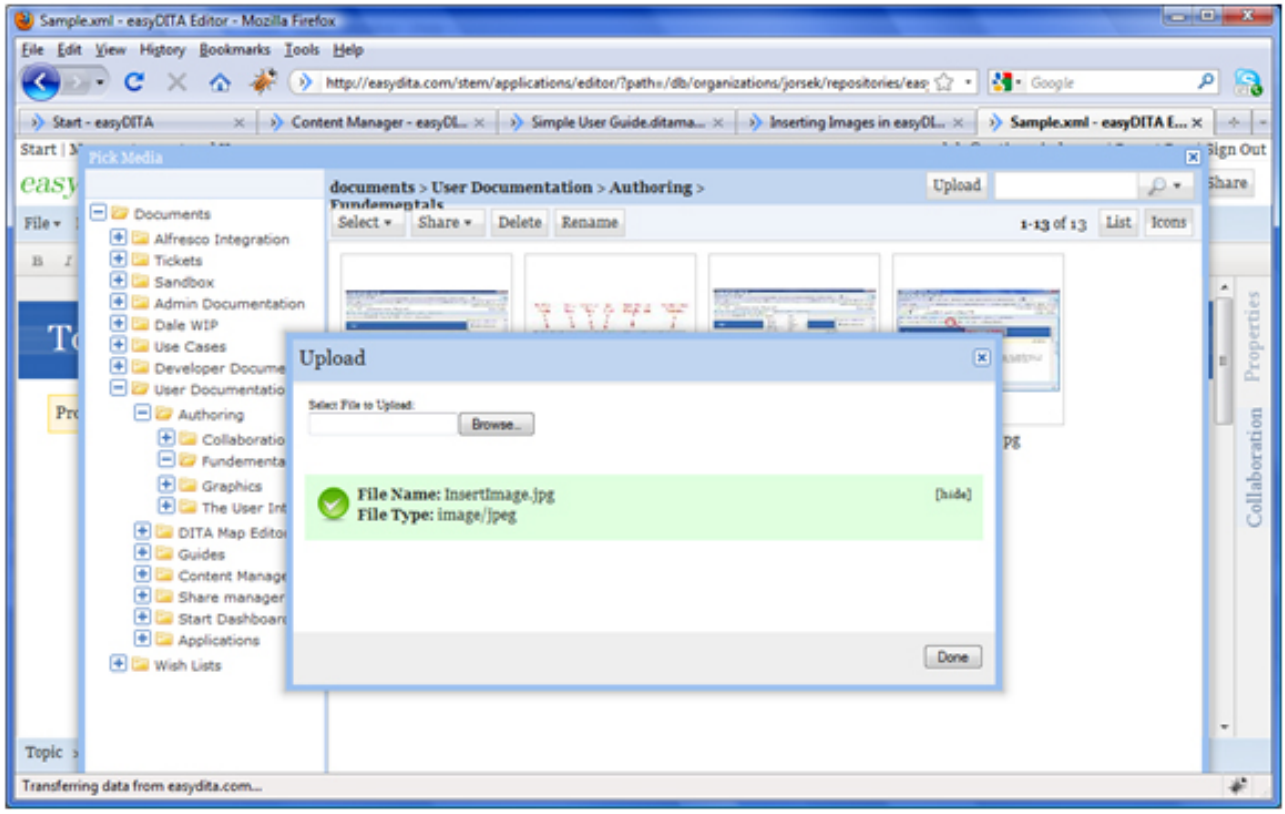
You are using the editor to create content and need to insert an image.

1. Place your cursor at the location you need the image inserted.
2. Click the **Insert Image** icon in the toolbar.


Sample.xml - easyDITA Editor - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Start - easyDITA
Content Manager - easyDI...
Simple User Guide.ditama...
Inserting Images in easyDI...
Sample.xml - easyDITA E...
Start | Manage Account and Users
dale@axtiveminds.com | Report Bug | Sign Out
easyDITA
jorsek / easyDITA documentation / Sample.xml
Save
Share
File
Edit
View
Tools
Insert
Remove
Move
Re-use Content
Link
Table
Symbol
Comment/Suggest
Insert Image Button
Topic
Prolog 100% Complete
+ Show Prolog
DITA and Modularity
DITA allows content to be stored as reusable content modules that can be assembled in one or more deliverable products. The deliverable rpoduct is defined using a DITA map which serves as a build list for assembly of the final output. Other DITA maps can reference the some or all of the same content topics which provides teh ability to reuse them as often as needed.
Paragraph
Properties
Collaboration
Topic > Body > Paragraph
Done

3. Using the Pick Media window, navigate to the folder in which your images are stored and then select an image.

4. If the image you need is not in the easyDITA repository, click the **Upload** button at the top right of the Pick Media window to open the Upload dialog. Click **Browse** to locate the file on your desktop. After uploading the image you can select it to insert into the document.



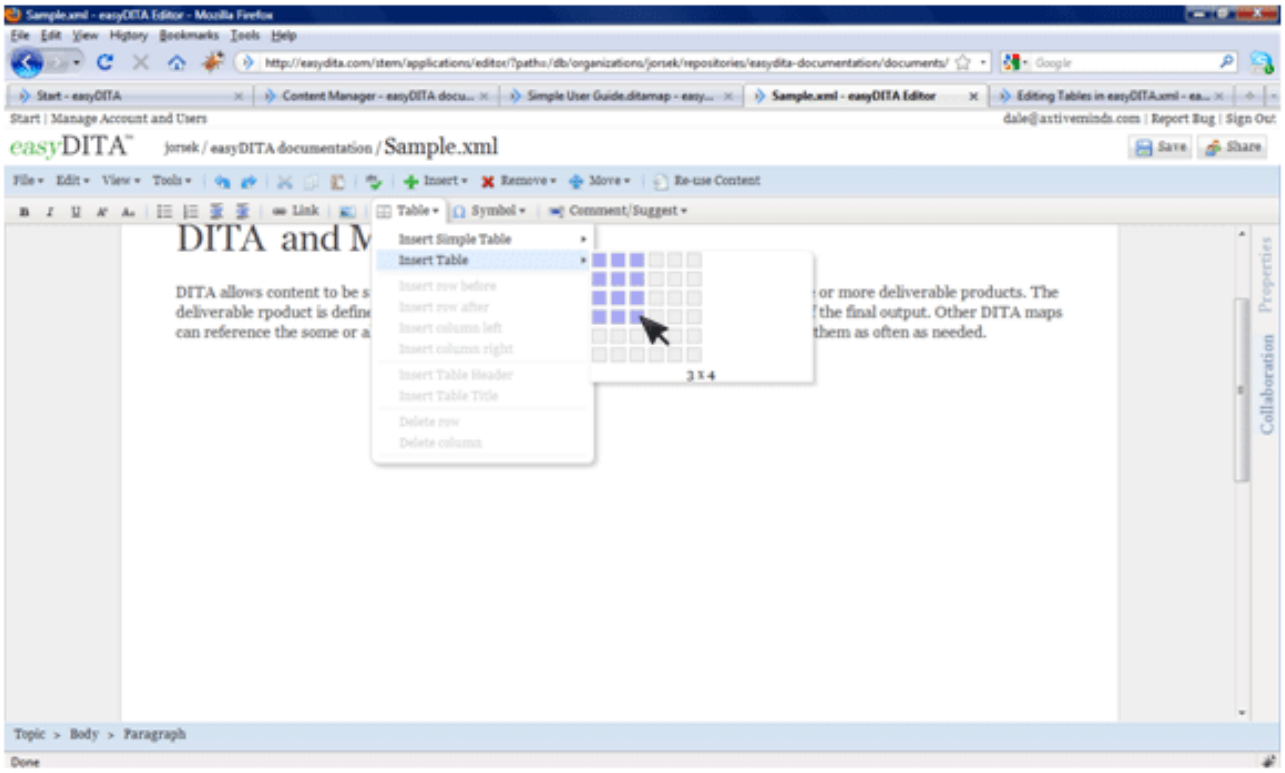
   The image is inserted in the document, and a rendition of it is visible.
5. Click on the image to display the Image Control bar beneath the image.
6. Use the Image controls to change the file name or to align the image within your document
7. Click on the image then click **Properties** in the right margin slider panel to display and set or change the image attributes.

The reference to the image is inserted into your document and its attributes are set.

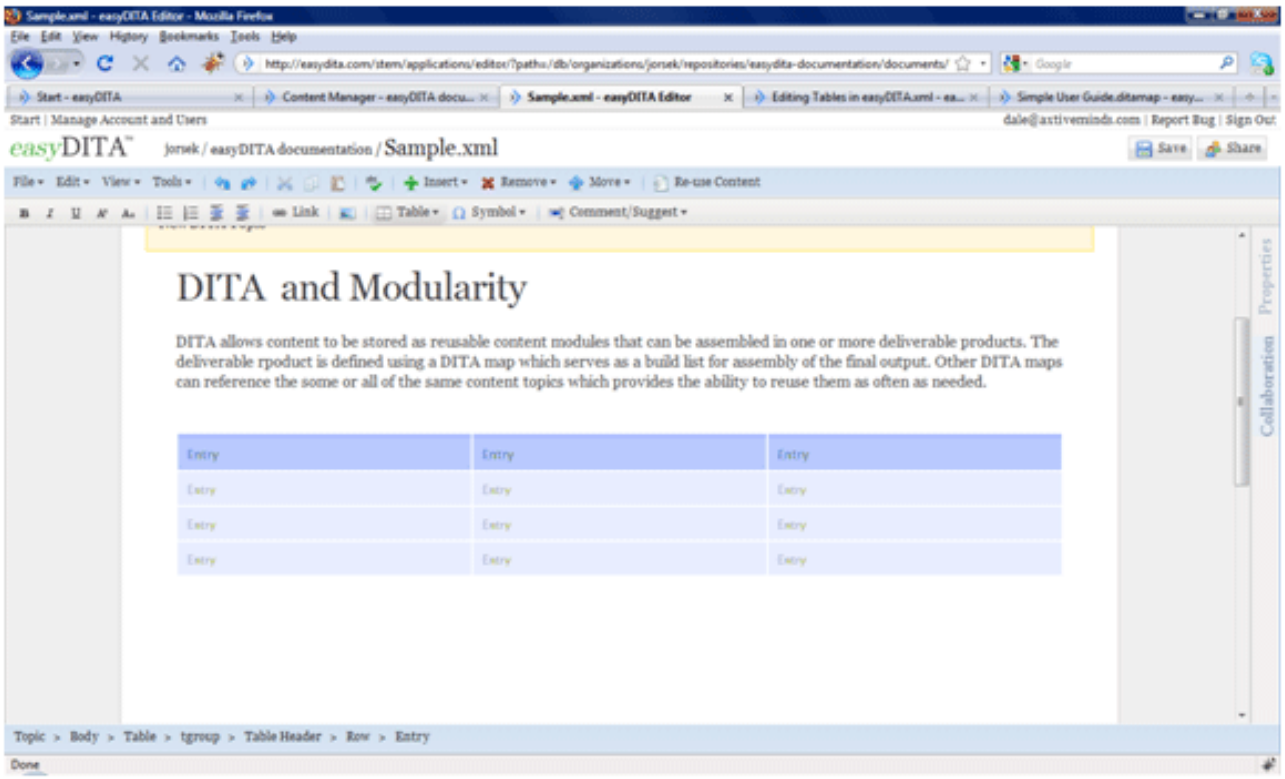
Inserting and Editing Tables

How to insert and edit tables

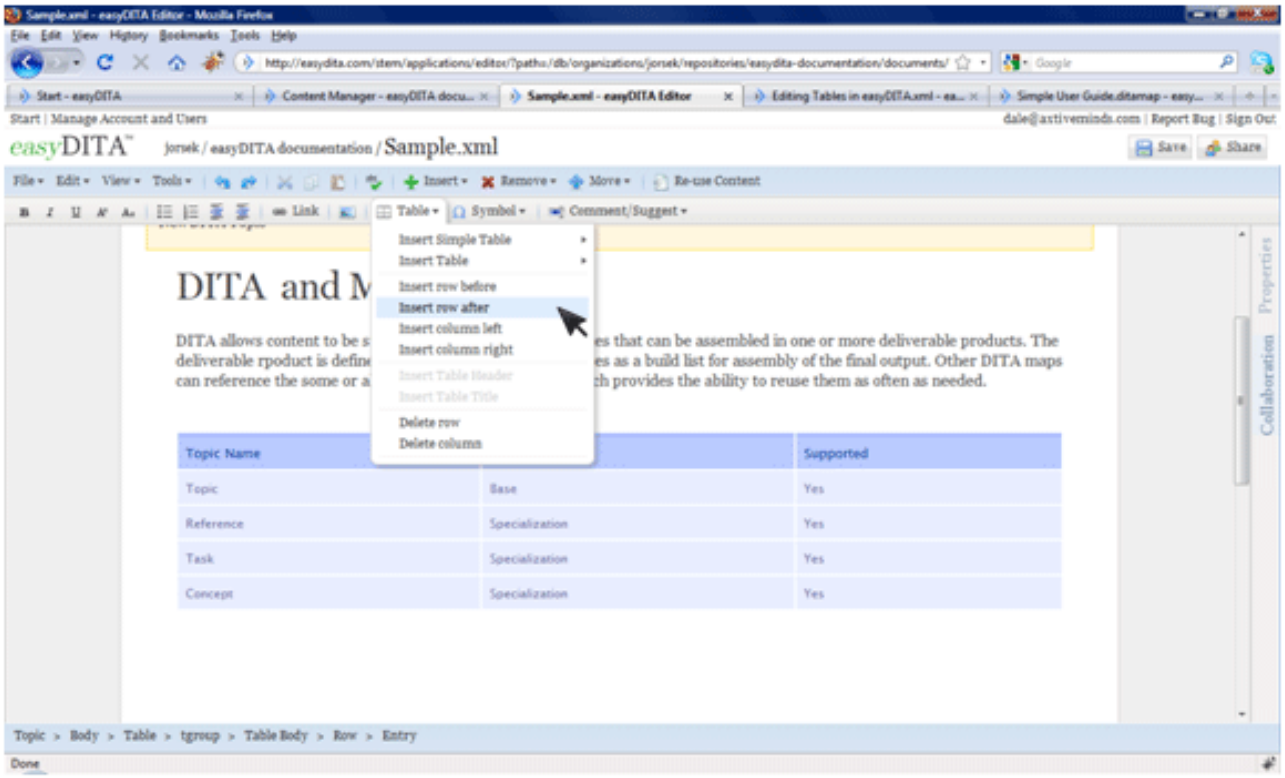
To insert a table into a DITA document press the Insert Table button on the Toolbar above the editing area. When pressed, a pull down menu will allow you to select either a simple table or a regular table. After selecting either table type, the menu will expand to allow you specify the number of columns and rows you wish to include in the new table being inserted. As you drag your cursor over the table, grey boxes will highlight the number of columns and rows to be inserted.



When you click on the highlighted box indicating the number of rows and columns, a new blank table will be inserted at the next logical loction at or after the current cursor position. The inserted table will contain no data but will include grey labels in each cell. Now you can enter data into the appropriate cells.


easyDITA
DITA and Modularity
DITA allows content to be stored as reusable content modules that can be assembled in one or more deliverable products. The deliverable rpoduct is defined using a DITA map which serves as a build list for assembly of the final output. Other DITA maps can reference the some or all of the same content topics which provides the ability to reuse them as often as needed.
Topic > Body > Table > tgroup > Table Header > Row > Entry

With your cursor in a table cell, press the Table button in the toolbar to add or delete rows, columns, or the header row. You can also right-click to access Table commands in the context menu. Properties for tables and their elements can be set in the Properties panel on the right of the document editing pane.

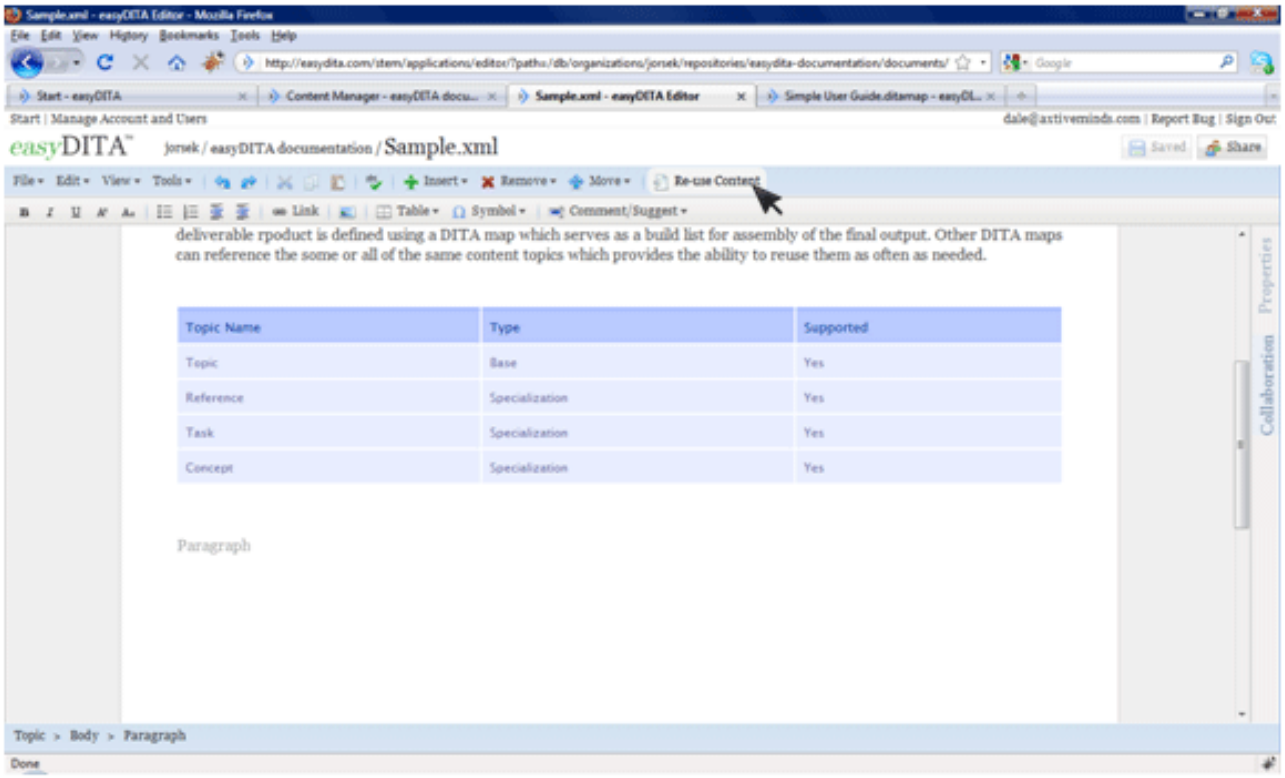


Reusing Content with DITA Content References

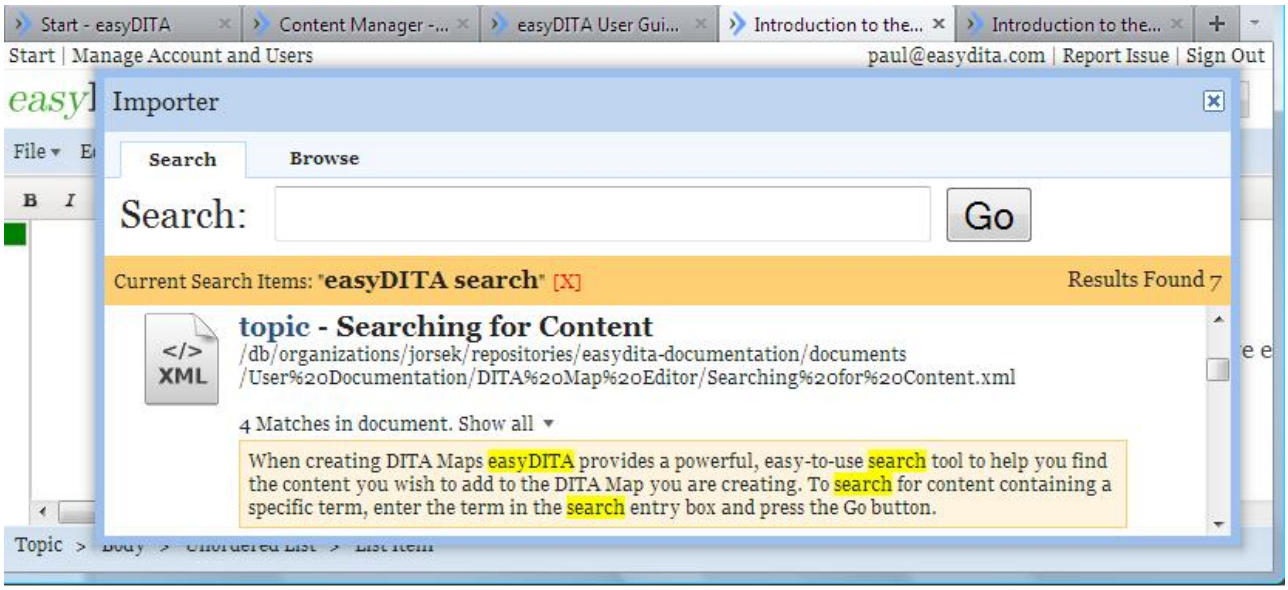
easyDITA makes reusing content very easy, just a few simple steps.

DITA has a method for content reuse called Content Reference (also called conref) that allows text from one topic to be reused in multiple places by cross-referencing, versus by copying and pasting it. Reusing content by reference prevents creating redundant content, and enables content to be kept up to date and synchronized more easily than content which is copied and pasted. Content can be created in a single source file, and reused in multiple locations. When the source file for a conref changes, all the files that reference the source inherit the change.

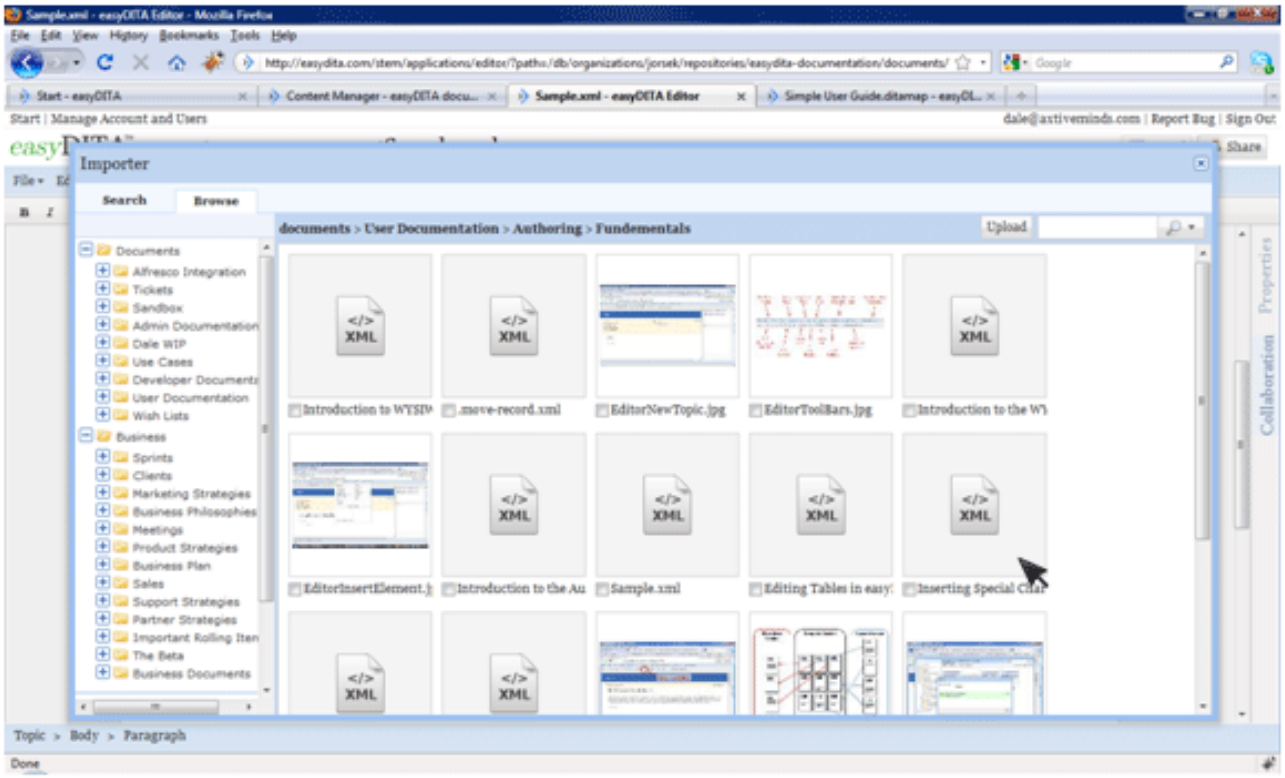
To Reuse Content (i.e., to insert a DITA content reference in a topic you are editing in the easyDITA editor), click **Reuse Content** on the left side of the toolbar above the editing area.



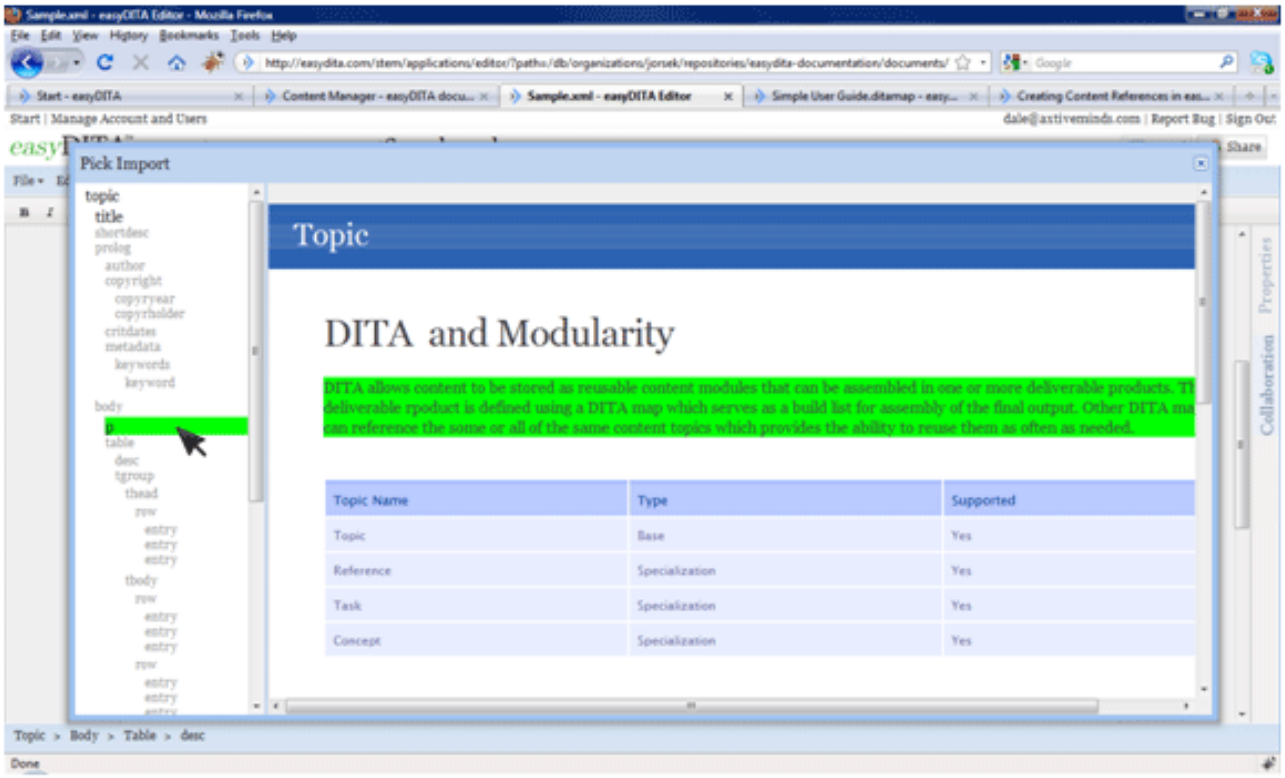
Clicking **Reuse Content** opens the **Importer** dialog and shows you content that is available for reuse. You can **Search** for content in the Importer using easyDITA Search.


Start - easyDITA
Content Manager -...
easyDITA User Gui...
Introduction to the...
Introduction to the...
Start | Manage Account and Users
paul@easydita.com | Report Issue | Sign Out
Importer
Search
Browse
Search:
Go
Current Search Items: "easyDITA search" [X]
Results Found 7
topic - Searching for Content
/db/organizations/jorsek/repositories/easydita-documentation/documents
/User%20Documentation/DITA%20Map%20Editor/Searching%20for%20Content.xml
4 Matches in document. Show all
When creating DITA Maps easyDITA provides a powerful, easy-to-use search tool to help you find the content you wish to add to the DITA Map you are creating. To search for content containing a specific term, enter the term in the search entry box and press the Go button.
Topic

You can alternatively **Browse** and navigate through the repository using the folders, or by drilling down into folders in the content display area.

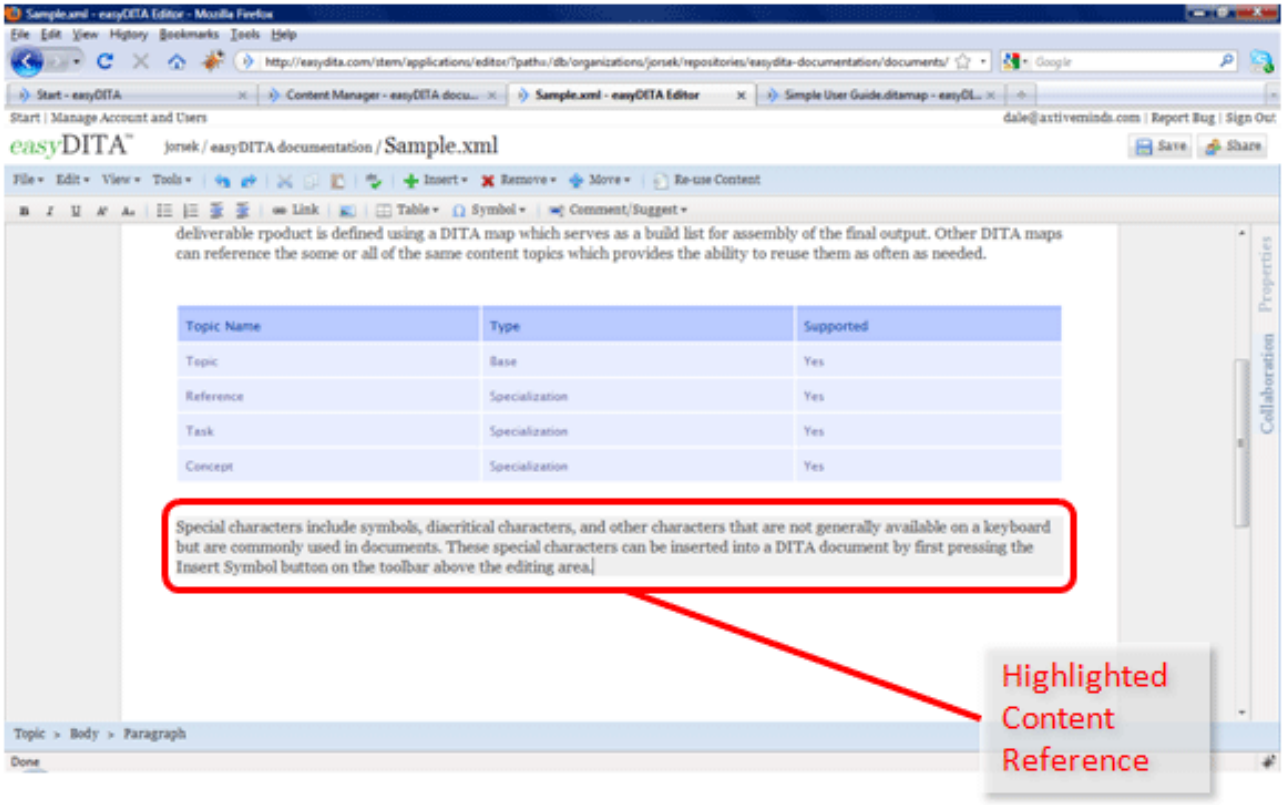


After finding the topic that contains the content you want to reuse, click on that topic to open the **Pick Import** window.



Pick Import shows a preview of the DITA content on the right, and the DITA structure of that content on the left. Moving your cursor over the navigation tree will highlight each individual DITA element (or piece of structured content) that may be reused in other DITA topics. It also highlights the corresponding text or images for that element in the document preview pane. Clicking on a highlighted element will Reuse that element in the document you were

editing, and insert the correct structure in your document for a valid DITA Content Reference. The Pick Import window will close, and the easyDITA Editor shows the reused content inserted into your document, with gray highlighting to let you know the content is reused and cannot be edited here. Clicking on the reused content will display a menu that lets you open the source containing the reused content, where you can edit it if you have the correct permissions.



Once a Content reference has been inserted, whenever the source of the reference is updated it will automatically be updated wherever it is reused. The Content Reference can be deleted but the content cannot be edited from the reference - only from the original location.

Profiling and Filtering

Describes the use of profiling and filtering features in easyDITA

A powerful capability in DITA is the ability to identify content that should only appear in certain versions of your finished output. This capability is most commonly called Profiling or Filtering, and is useful in a number of cases. Here are some examples:

- You are documenting a software package that has different features or functionality for the Windows and Linux platforms
- You are creating an electronic document output that hides complex technical information from basic users but displays it to advanced users
- Your company produces vehicles with the driver controls on the right for some markets and on the left for others.

Very often you don't want to maintain completely separate document sets for these different versions, because the differences are very granular, e.g. slight changes to sentences or even specific words, or swapping one list item for another. So it's helpful to include all the variations within the body of the same document. When editing the document, you'll need a method to specify the variables and how different values for them will affect the published output. You'll also need a method to preview the content that will be included or excluded depending upon the settings of the variables. At publish time, you'll need a method to specify which values for the variables will apply to the output you are generating.

DITA provides several built-in attributes for specifying the Audience, Platform, Product, and Other Properties for any element in the structure. These are called **Select Attributes**, or selectatts for short. They are essentially pre-defined variables in DITA that you can set to any value you require using simple text. For instance, you can set the Audience selectatt to "Novice" or the Platform selectatt to "Windows".

At publish time, you can define the values for each selectatt that you want to apply using a ditaval file. A ditaval file can contains sets of variables and configuration information that you want to use whenever you publish a DITA map, including selectatts, output formats, and locales.

Profiling Content with Select Attributes

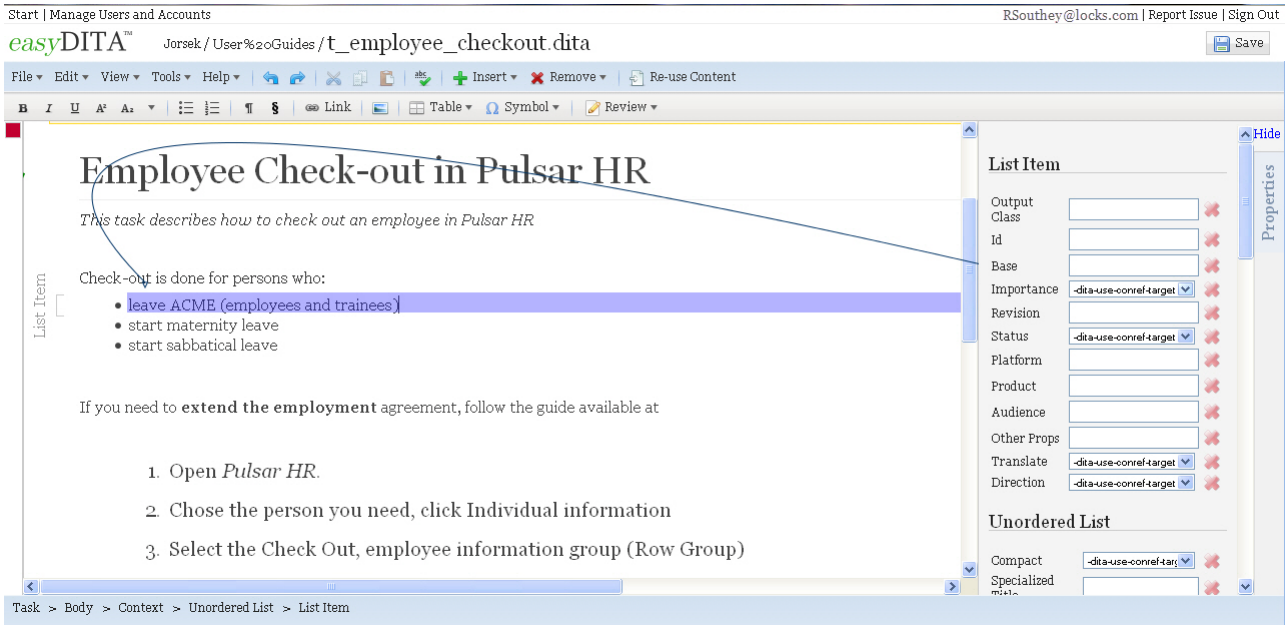
How to set the values for selectatts

You are using the editor and need to define and set the values required for conditional publishing.

1. Select the element you need to profile by placing the cursor in the element.

   Note: It is a best practice to profile entire elements, not just individual words or phrases. This is especially important when localizing the content, since a complete sentence is required to provide sufficient context for accurate translation memory and machine translation matching. This is true even if some text is duplicated across alternative elements for different conditions.

2. Click **Properties** to open the attributes panel on the right hand margin.



3. Locate the select attribute that you need to define (below the Status attribute).
4. Enter the value for the select attribute that defines the condition in which the element will be displayed.
   In this example, we set the **Audience** select attribute to "Novice" for the second item in the list. The item will be published only when Audience="Novice" at publish time.
5. Repeat this for each select attribute for the element.

The select attribute values are set for this element. Depending on the action defined for a specific value at publish time, the information is either flagged, excluded, or included. If no action is specified for a specific value, the default is to include the content (unless your publishing profile sets the default to exclude).

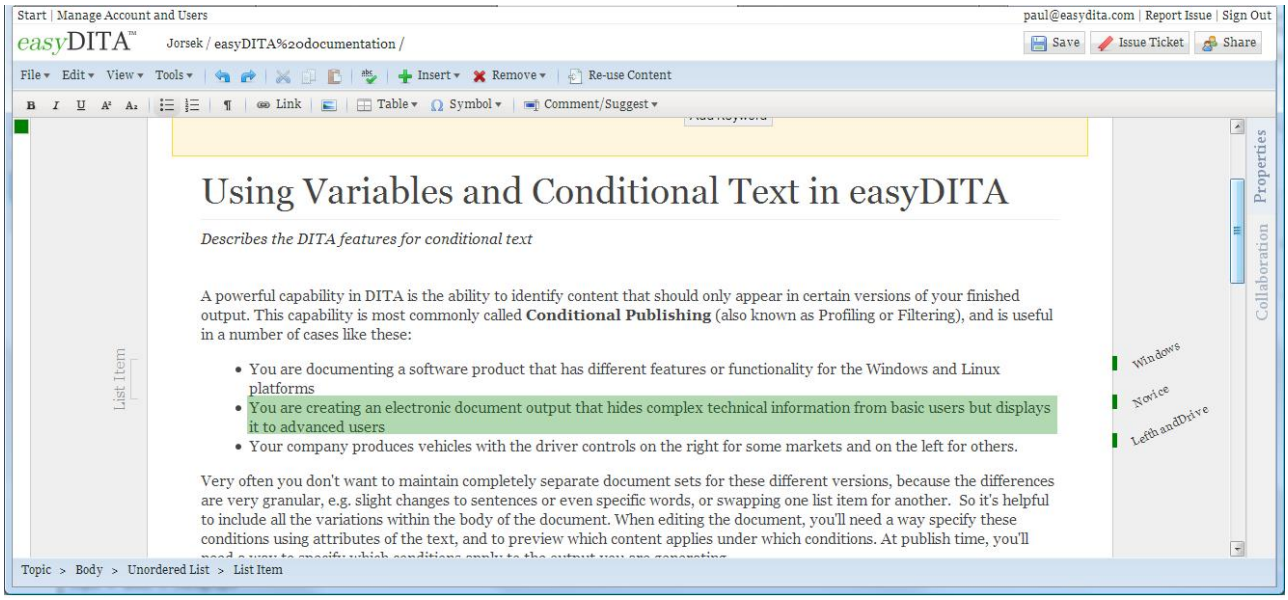
Previewing Filtered Output

How to preview filtered output

You are using the editor and need to preview filtered output for a given select attribute value.

1. Locate the profiled element in your document.

Any document with defined values for select attributes will display in a label in the lefthand margin of the easyDITA editor. The label shows the value or values that have been defined for that element.


Start | Manage Account and Users
paul@easydita.com | Report Issue | Sign Out
easyDITA
Jorsek / easyDITA%20documentation /
Save
Issue Ticket
Share
File
Edit
View
Tools
Insert
Remove
Re-use Content
Link
Table
Symbol
Comment/Suggest
Using Variables and Conditional Text in easyDITA
Describes the DITA features for conditional text
A powerful capability in DITA is the ability to identify content that should only appear in certain versions of your finished output. This capability is most commonly called Conditional Publishing (also known as Profiling or Filtering), and is useful in a number of cases like these:
You are documenting a software product that has different features or functionality for the Windows and Linux platforms
You are creating an electronic document output that hides complex technical information from basic users but displays it to advanced users
Your company produces vehicles with the driver controls on the right for some markets and on the left for others.
Very often you don't want to maintain completely separate document sets for these different versions, because the differences are very granular, e.g. slight changes to sentences or even specific words, or swapping one list item for another. So it's helpful to include all the variations within the body of the document. When editing the document, you'll need a way specify these conditions using attributes of the text, and to preview which content applies under which conditions. At publish time, you'll
List Item
Properties
Collaboration
Windows
Novice
LeftandDrive
Topic > Body > Unordered List > List Item

2. Click once on the label to grey the affected text.
3. Click a second time to hide the text and turn the label red. This previews how the document will appear if the content is excluded at publish time.
4. Click a third time to redisplay the text and turn the label green. This previews how the document will appear if the content is included at publish time.

Collaboration in easyDITA

Describes the collaboration features in easyDITA

easyDITA provides a number of very useful features for collaborating on DITA content.

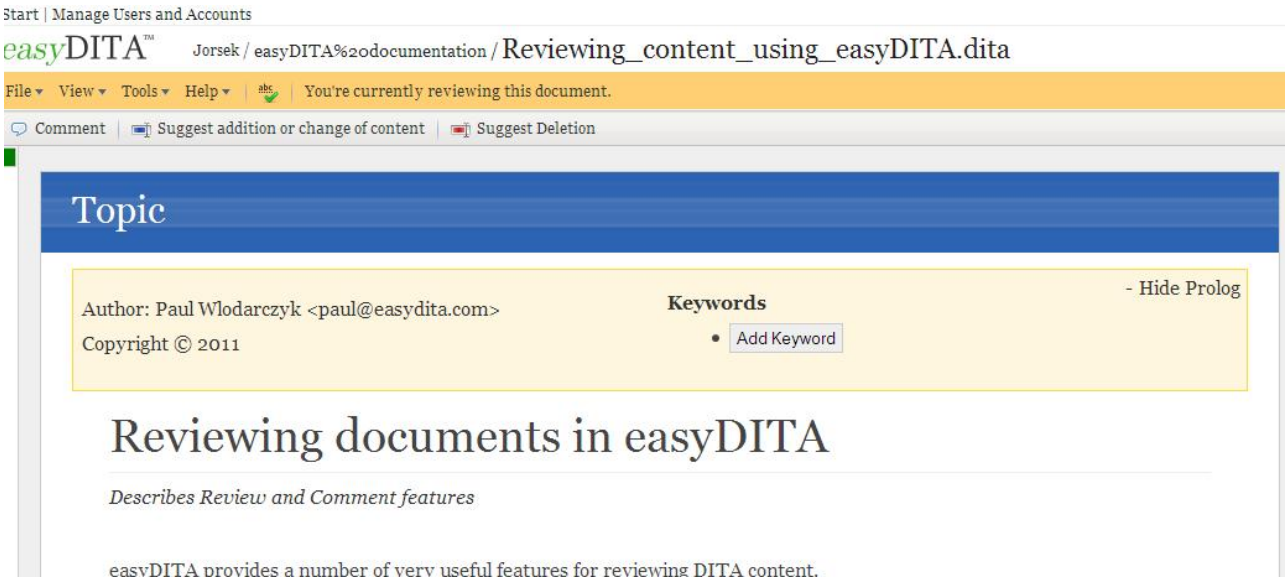
- easyDITA enables reviewers and contributors to add comments and suggested changes to documents.
- Comments are maintained as threaded discussions.
- Document owners and contributors can Accept and Reject proposed changes and delete comments.
- easyDITA also maintains a complete audit trail of all Accepted and Rejected proposed changes and comments in the Revision History.
- Unlike other XML editors and word processors, Comments and Proposed Changes are managed separately from Track Changes, so it's really clear when a change was made by an author/contributor and when it was proposed by someone reviewing the document.

Roles: Contributors vs. Reviewers

Describes Collaboration Roles

When you invite someone to collaborate on a document (using a Ticket or Workflow), you can select the Role of the user as either a Contributor or a Reviewer.

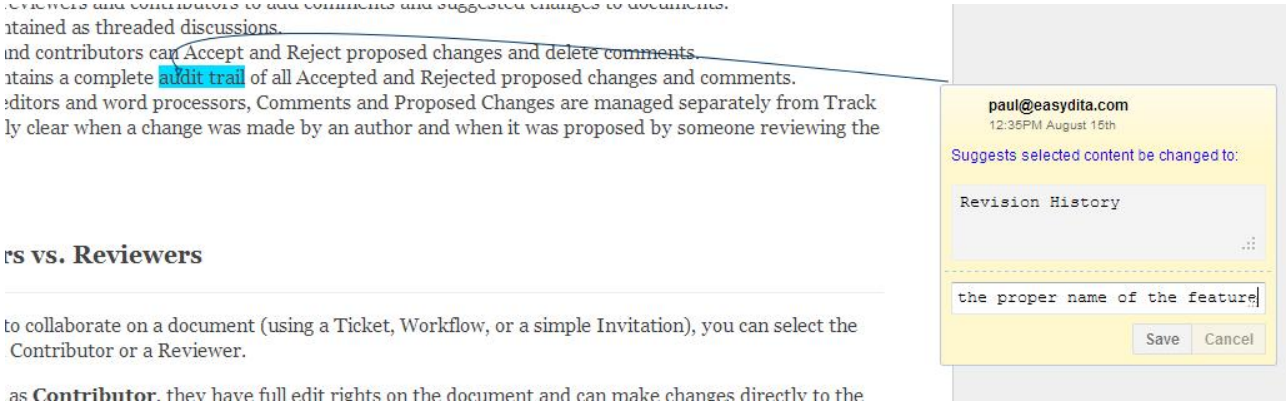
- If you set their role as **Contributor**, they have full edit rights on the document and can make changes directly to the document's contents.
- If you assign them as a **Reviewer**, that user has limited capabilities in the easyDITA Editor. The usual editing functions are not available on the toolbar, and the toolbar color changes from blue to gold to indicate the person is a Reviewer (below).



Suggesting Changes

Describes suggesting changes

Instead of making changes directly to a document and tracking them in the Revision History, Reviewers can only suggest changes. Suggested changes show up as comments to the right of the document editing pane. Suggested changes only can be accepted or rejected by document owners or contributors.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paul@easydita.com
12:35PM August 15th
Suggests selected content be changed to:
Revision History
the proper name of the feature
Save
Cancel

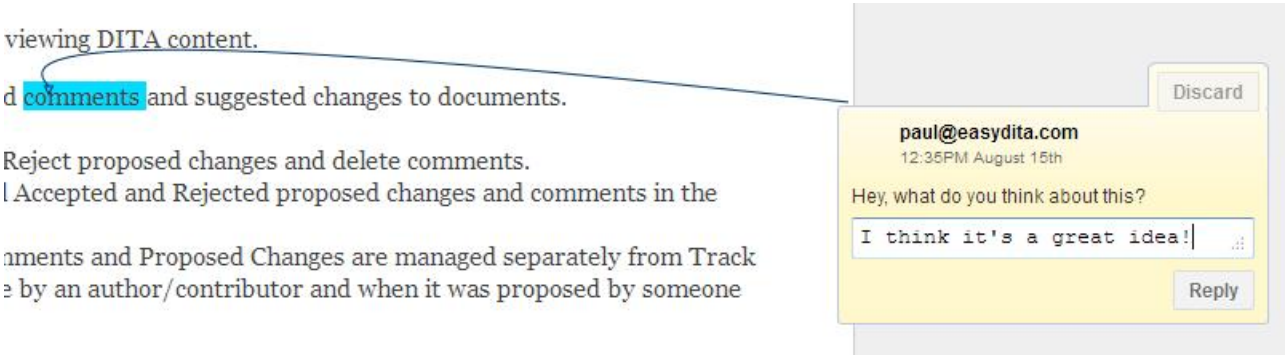
Contributors and document Owners can also make comments and propose changes, but unlike Reviewers they can also accept and reject proposed changes, and can always make changes directly to a document (unless it is Locked).

Entering a Comment

How to use the collaboration features to enter a comment

You are reviewing a document and need to enter a comment

1. Select the text that you are commenting on, or alternatively, insert the cursor where you want the comment to appear.
2. Enter the comment text in the text box.


viewing DITA content.
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Reject proposed changes and delete comments.
l Accepted and Rejected proposed changes and comments in the
ıments and Proposed Changes are managed separately from Track
e by an author/contributor and when it was proposed by someone
Discard
paul@easydita.com
12:35PM August 15th
Hey, what do you think about this?
I think it's a great idea!
Reply

3. Click **Save**.

Your comment is recorded and cisible to other reviewers and contributors.

Suggesting Addition of Content

How to use collaboration fatures to suggest content be inserted or added

You are reviewing a document and need to suggest content be added or inserted.

1. Position the cursor at the point the suggested addition should be inserted.

1. Position the cursor at the point the proposed change should be inserted.
2. Enter the proposed insertion in the top text box.
3. Enter a comment in the bottom text box (required).
4. Click Save
Proposing Replacements to Content
To propose an insertion or additional content:
1. Select the text to be changed.
2. Enter the replacement text in the top text box.
3. Enter a comment in the bottom text box (required).
paul@easydita.com
12:35PM August 15th
Suggests selected content be changed to:
Comment... (required)
Save
Cancel

2. Enter the suggested insertion in the top text box.
3. Enter a comment in the bottom text box (required).
4. Click **Save**.

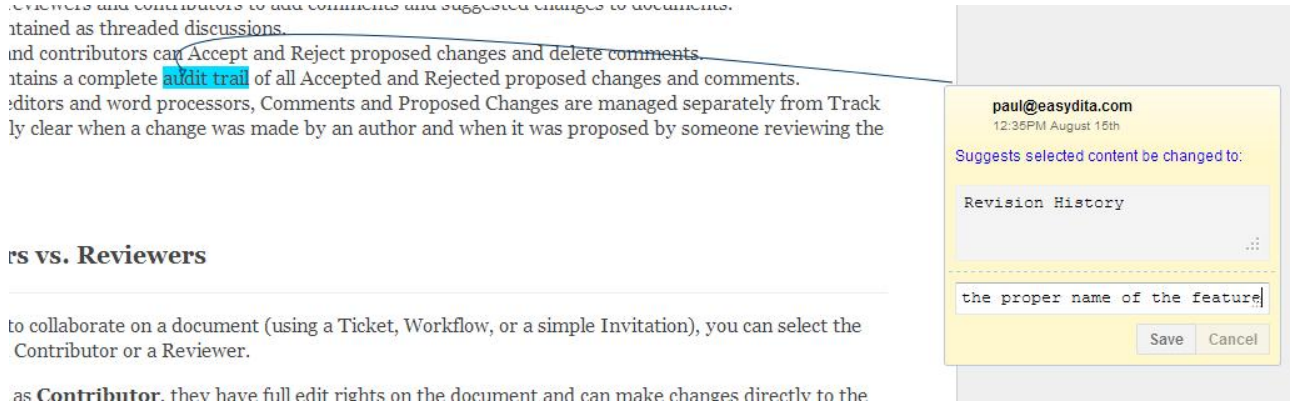
The suggested insertion is recorded.

Suggesting Replacement of Content

How to use collaboration fatures to suggest content be replaced

You are reviewing a document and need to suggest content be replaced.

1. Select the text to be changed.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paul@easydita.com
12:35PM August 15th
Suggests selected content be changed to:
Revision History
the proper name of the feature
Save
Cancel

2. Enter the replacement text in the top text box.
3. Enter a comment in the bottom text box (required).
4. Click **Save**.

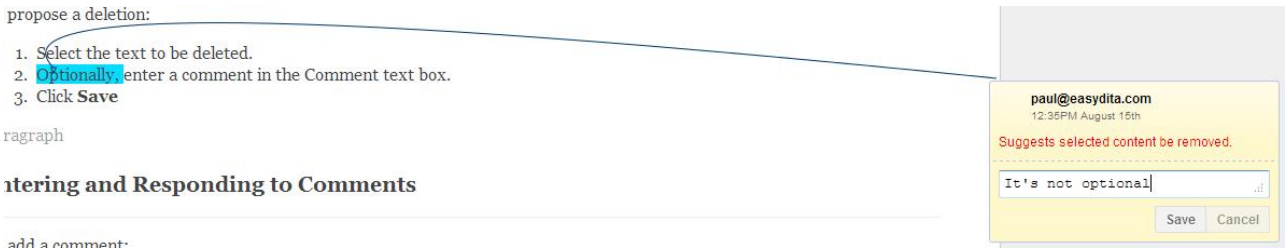
The suggested replacement is recorded.

Suggesting a Deletion

How to use collaboration fatures to suggest content be deleted

You are reviewing a document and need to suggest content be deleted.

1. Select the text to be deleted.



2. Enter a comment in the Comment text box.
3. Click **Save**.

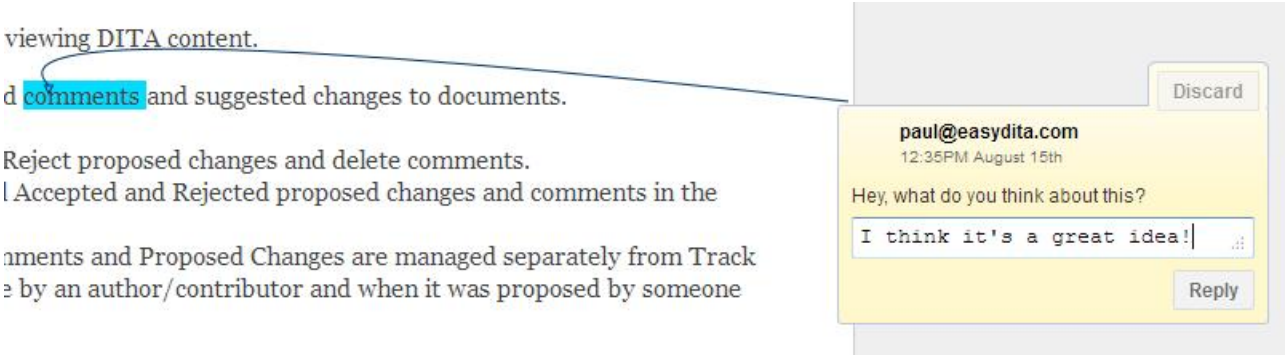
The suggested deletion is recorded.

Replying to a Comment or Suggested Change

How to use the collaboration features to reply to a comment or a suggested change

You are reviewing a document and need to reply to a comment or suggestion change.

1. If the comment or suggested change is not displayed, click on the highlighted text in the document to open the comment.
2. Enter the comment text below the other comment.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Discard
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12:35PM August 15th
Hey, what do you think about this?
I think it's a great idea!
Reply

3. Click **Save.**

Your comment is recorded and cisible to other reviewers and contributors.

Resolving a Comment

How to use the collaboration features to resolve a comment

You are a contributor or author of a document and you need to resolve a comment

1. If the comment is not displayed, click on the highlighted text in the document to open the comment.
2. Optionally, enter a Reply to the comment.
3. Click **Resolve Comment(s)** to close the comment pop-up.

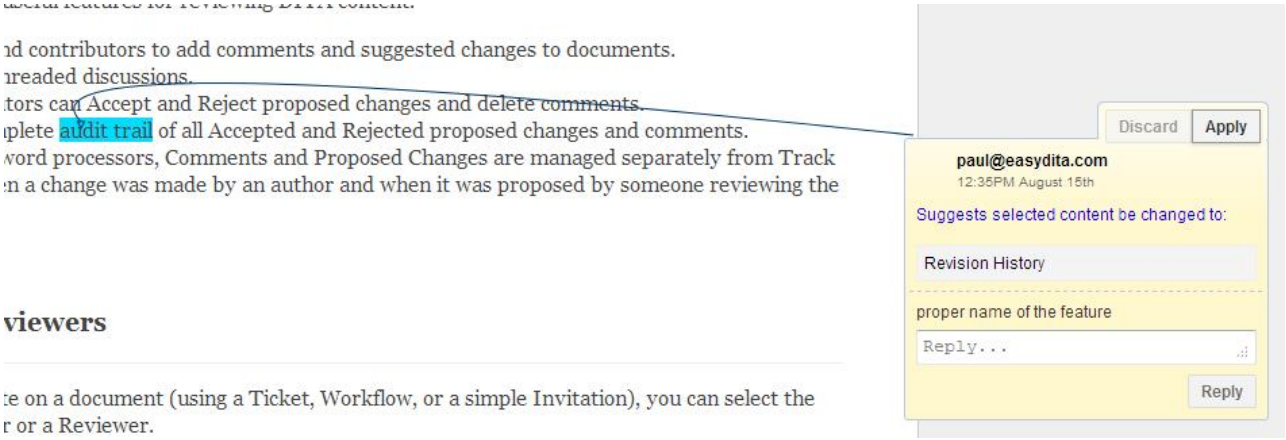
The comment pop up is closed and no longer visible. The resolved comment is recorded in the revision history

Accepting or Rejecting a Suggested Change

How to use the collaboration features to accept or reject a suggested change

You are a contributor or author of a document and you need to accept or reject changes suggested by a reviewer.

1. If the suggested change is not displayed, click on the highlighted text in the document to open the reviewer's input.


ıd contributors to add comments and suggested changes to documents.
ıreaded discussions.
:tors can Accept and Reject proposed changes and delete comments.
ıplete audit trail of all Accepted and Rejected proposed changes and comments.
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viewers
:e on a document (using a Ticket, Workflow, or a simple Invitation), you can select the
r or a Reviewer.
Discard
Apply
paul@easydita.com
12:35PM August 15th
Suggests selected content be changed to:
Revision History
proper name of the feature
Reply...
Reply

2. To Accept a suggested change, click **Apply Suggestion** on the pop up for the proposed change.
   The change is accepted, the suggested change pop up is closed and no longer visible, the edit is made to the document, and the change is recorded in the revision history.
3. To Reject a suggested change, click **Reject** on the pop up for the proposed change.
   The change is rejected, the suggested change pop up is closed and no longer visible. No edit is made to the document, and the rejected change is recorded in the revision history.

easyDITA Tickets

Describes Ticket-based Workflow

easyDITA provides a simple-to-use workflow system based upon the concept of Tickets.

A **Ticket** is:

- a set of one or more **tasks**,
- with **metadata** including a ticket number, description, due date, and priority,
- assigned to one or more easyDITA **users**,
- each with one or more **Roles**,
- related to one or more **documents** in the easyDITA repository,
- that has one or more easyDITA users designated as the final **Approver** (by default the user who issued the Ticket).

Workflow Roles

Describes roles in a ticket-based workflow

There are four roles in a ticket-based workflow:

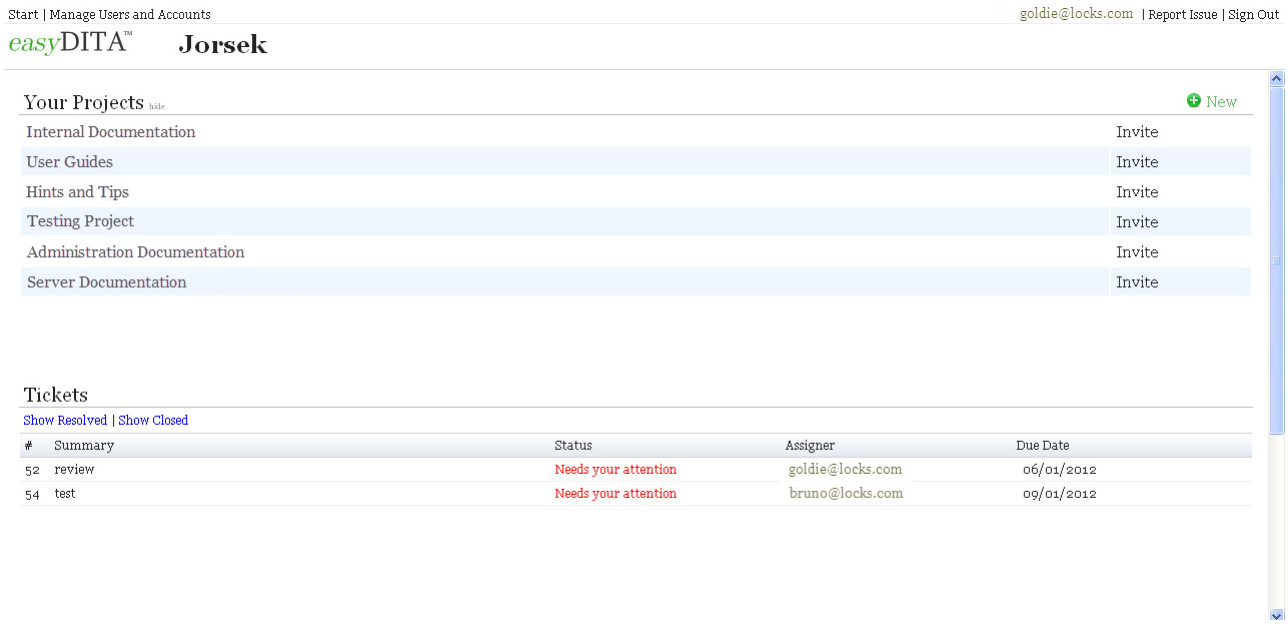
- **Contributor**. A Contributor has full authoring rights and can edit the document, add or delete text, and accept or reject comments and suggested edits. They can also suggest edits and comments as if they were a Reviewer.
- **Reviewer**. A Reviewer cannot edit a document. They can suggest adding, changing, or deleting text or elements, and they can make comments.
- **Approver**. An Approver does not act on the document - they act on the Ticket. An Approver must make certain that all other users have completed their assigned roles. The Approver can Review the document. If the Approver is also identified as a Contributor, they can edit the document with full authoring rights.
- **Observer.** An Observer receives notification by email every time an action is taken on a Ticket. They are observing the progress of the Ticket as it moves to completion.

Creating a Ticket

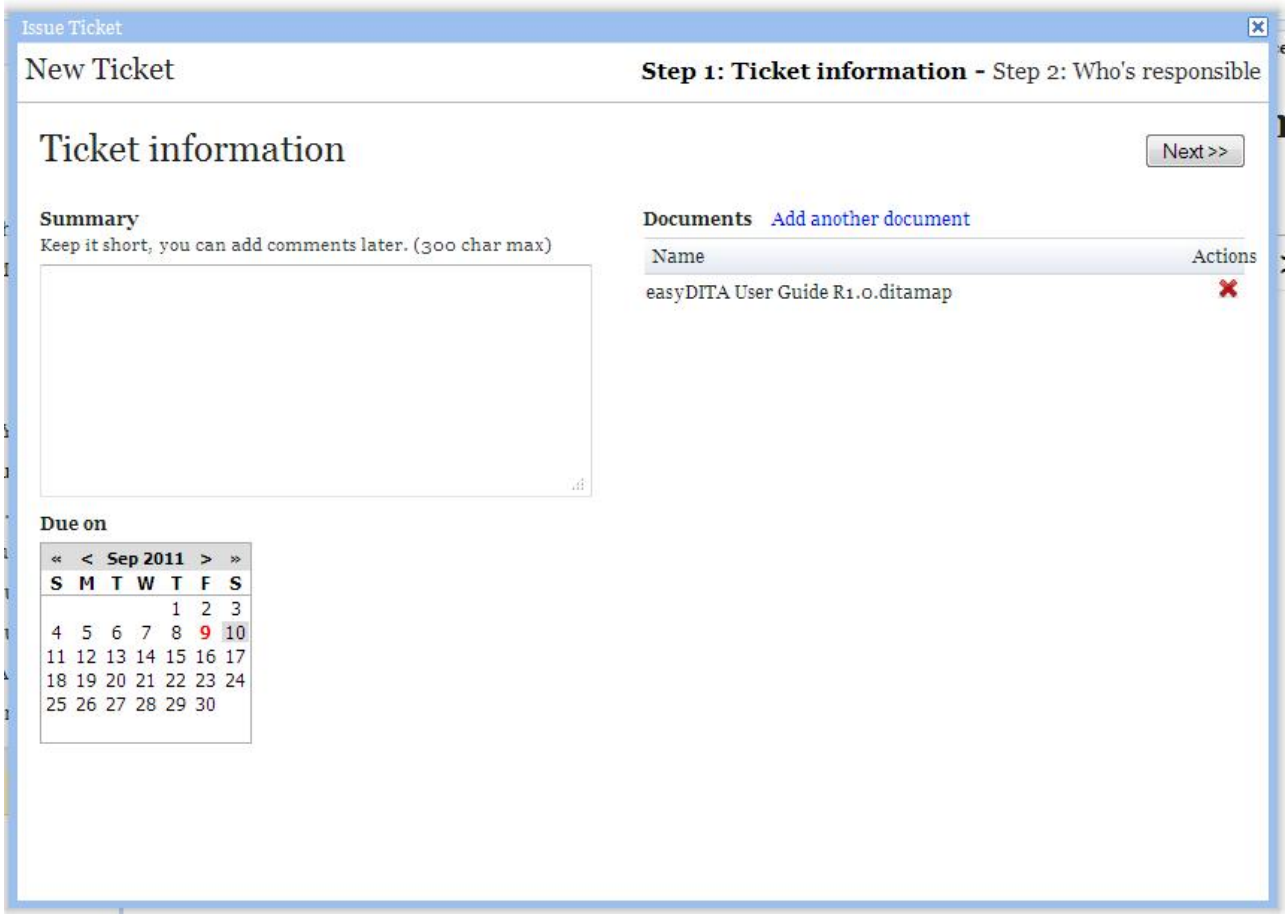
How to create a ticket to start a workflow in easyDITA

You need to create a ticket to start a workflow in easyDITA.

1. You can create a Ticket on virtually any screen in easyDITA, including the Start Tab, the Content Manager, the easyDITA Editor, and the easyDITA Map Editor.


Start | Manage Users and Accounts
goldie@locks.com | Report Issue | Sign Out
easyDITA™ Jorsek
Your Projects hide
New
Internal Documentation Invite
User Guides Invite
Hints and Tips Invite
Testing Project Invite
Administration Documentation Invite
Server Documentation Invite
Tickets
Show Resolved | Show Closed
Summary Status Assigner Due Date
52 review Needs your attention goldie@locks.com 06/01/2012
54 test Needs your attention bruno@locks.com 09/01/2012

2. Click **+ New** on the list of Tickets on the Start Tab, or the **Issue Ticket** button in the Content Manager, Topic Editor, or Map Editor. easyDITA displays **Step 1: Ticket Information** of the Ticket wizard.


Issue Ticket
New Ticket
Step 1: Ticket information - Step 2: Who's responsible
Ticket information
Next >>
Summary
Keep it short, you can add comments later. (300 char max)
Documents Add another document
Name Actions
easyDITA User Guide R1.0.ditamap
Due on
« < Sep 2011 > »
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30

3. In the **Summary**, describe what needs to be done.
4. Using the Calendar, select a **Due On** date
5. If you opened the Ticket wizard from anywhere other than the Start Dashboard, one or more documents will be associated with the ticket. Links to these documents will be sent to the responsible persons in the workflow.

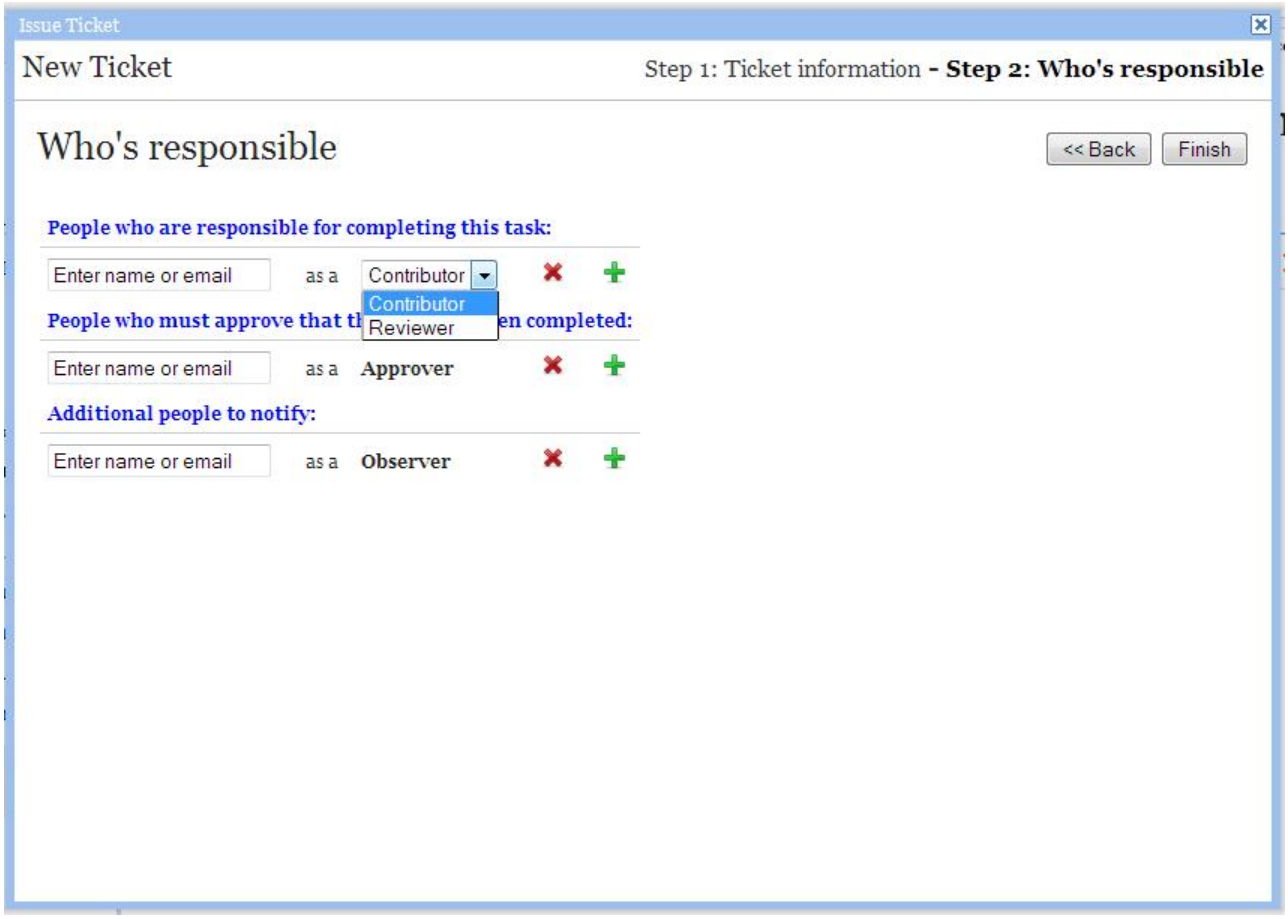
Additional Documents can include any file type in the repository. Usually when you issue a Ticket, the context in which you Issued it will determine the default document linked to the Ticket (e.g. the file you are editing in the Map editor or Topic editor, or the file you have selected in the Content Manager).

In the simplest case, a Ticket has a single DITA Map or DITA Topic associated with it that needs review, contribution, and/or approval.

In a more complex case, you may want to attach reference information. For example, perhaps a topic needs to be revised because of a regulatory change. You can upload an Acrobat document (PDF) of the new regulation to the easyDITA Content Manager, then attach it to the Ticket for reference.

a) To remove a link to a document from a ticket, click the X next to the document.
b) To add documents to the ticket, click **Add another document**.

6. Click **Next** to display **Step 2: Who's responsible**.



7. Add responsible actors to the ticket that are responsible for the task, are approvers, or need to be notified.
   a) For each responsible party, enter their name or email address.
   b) For each party, select a *Role*.
   c) Add more responsible parties to any role by clicking the + below that role.
   d) Remove a responsible party by clicking the X below that role.
8. Click **Finish** to issue the ticket.

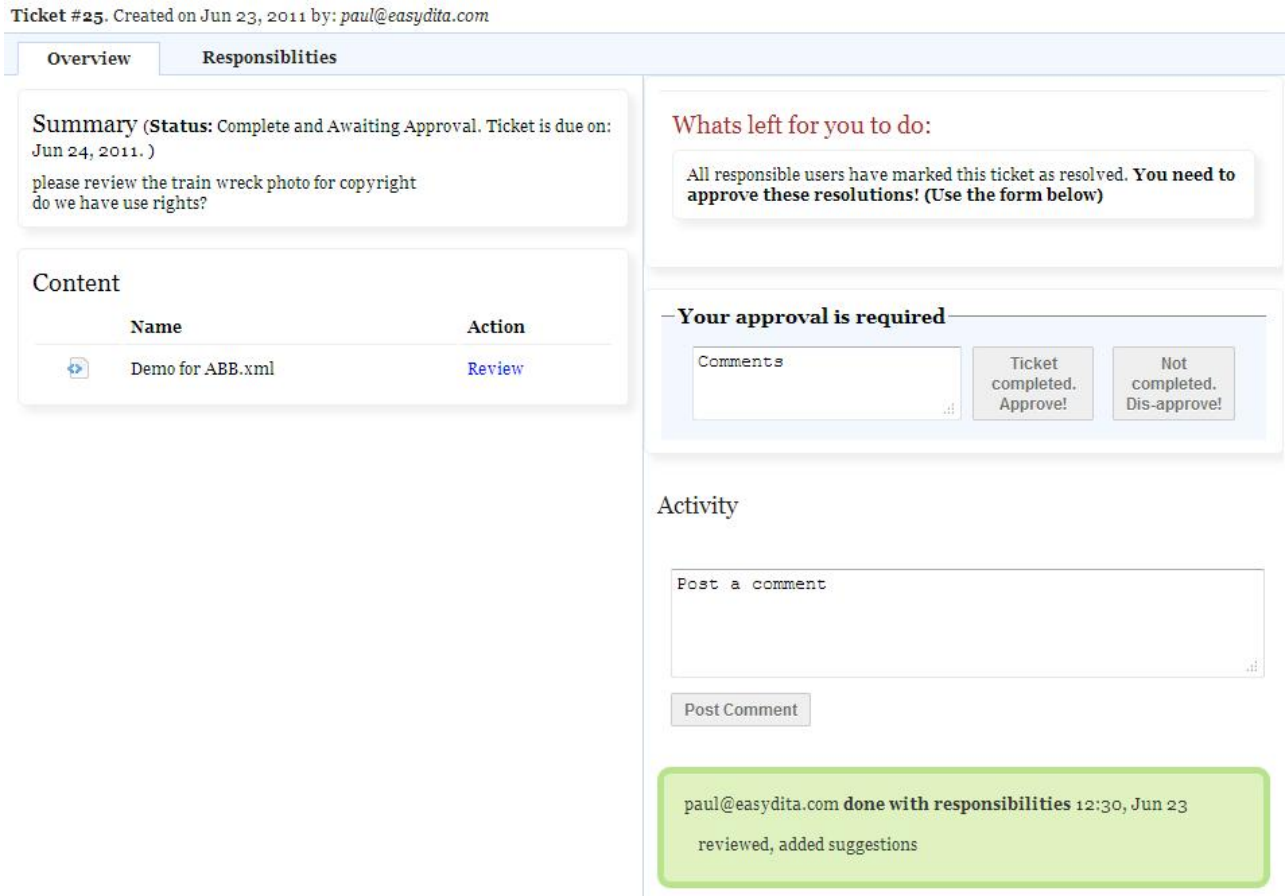
The ticket is issued and all responsible parties will be notified by email, and will see the ticket on the Start Dashboard when they login to easyDITA.

Viewing Ticket Status

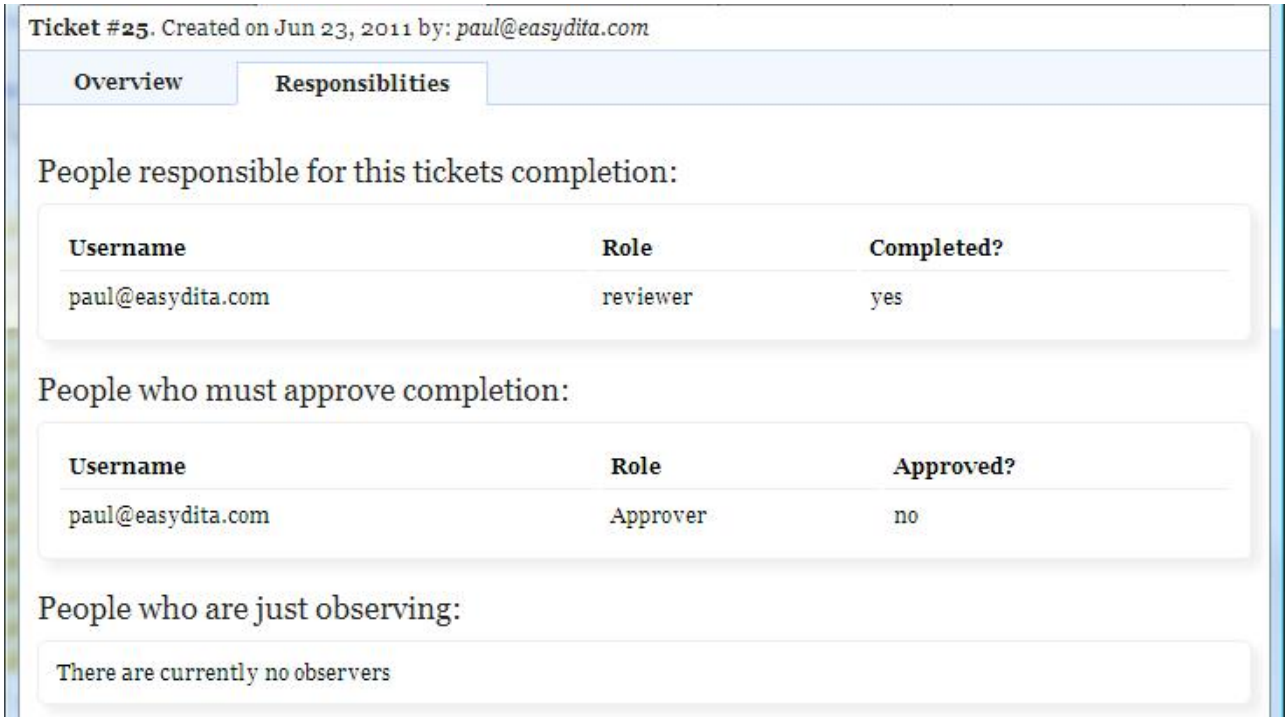
How to view the status of activity on a Ticket

You are Responsible for a task on a Ticket or are designated as an Approver or Observer, and you need to check the status of the activities on the Ticket. The Ticket appears in the Tickets list on your Start Dashboard, and you received an email notification when you were assigned to the Ticket. Each of these will contain a link to the Ticket.

1. Click on a Ticket notification in the Start Dashboard or a link to a Ticket in email to open the Ticket Overview.


Ticket #25. Created on Jun 23, 2011 by: paul@easydita.com
Overview
Responsiblities
Summary (Status: Complete and Awaiting Approval. Ticket is due on: Jun 24, 2011.)
please review the train wreck photo for copyright
do we have use rights?
Content
Name
Action
Demo for ABB.xml
Review
Whats left for you to do:
All responsible users have marked this ticket as resolved. You need to approve these resolutions! (Use the form below)
Your approval is required
Comments
Ticket completed. Approve!
Not completed. Dis-approve!
Activity
Post a comment
Post Comment
paul@easydita.com done with responsibilities 12:30, Jun 23
reviewed, added suggestions

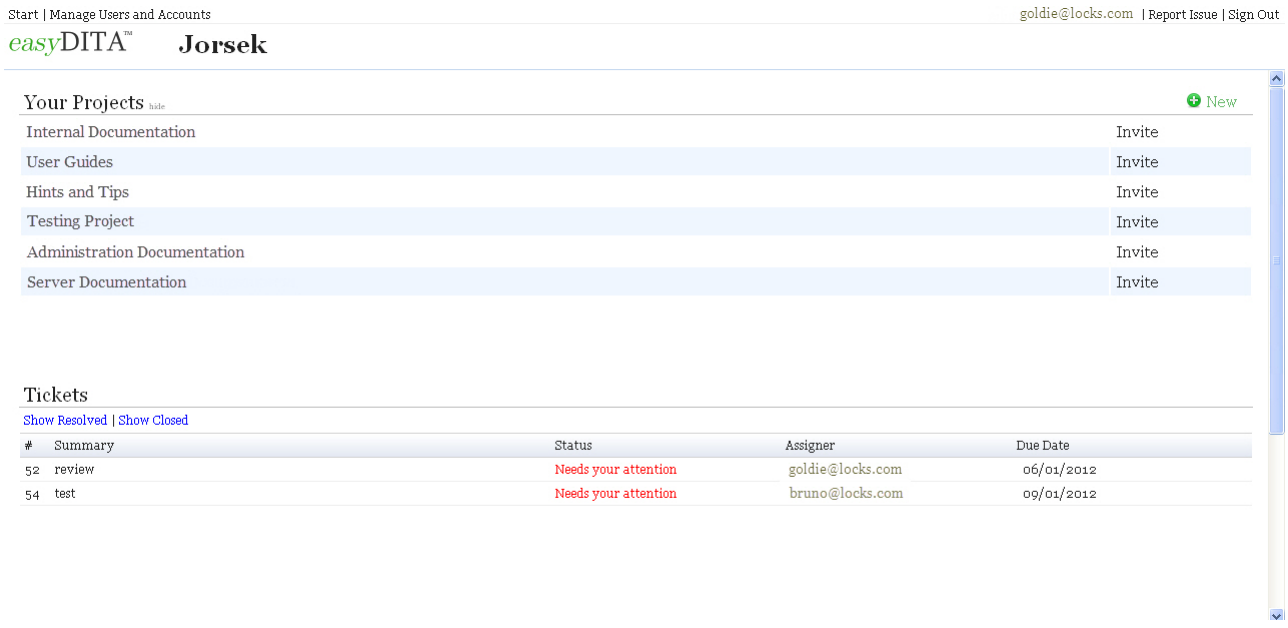
2. You can see **What's left for you to do** on the Overview tab.
3. You can view the Activity on the Ticket under the **Activity** heading. This shows any discussions as well as any completed responsibilities.
4. Click the **Responsibilities** tab to view which users are responsible for activities on the Ticket, and if those activities are completed.



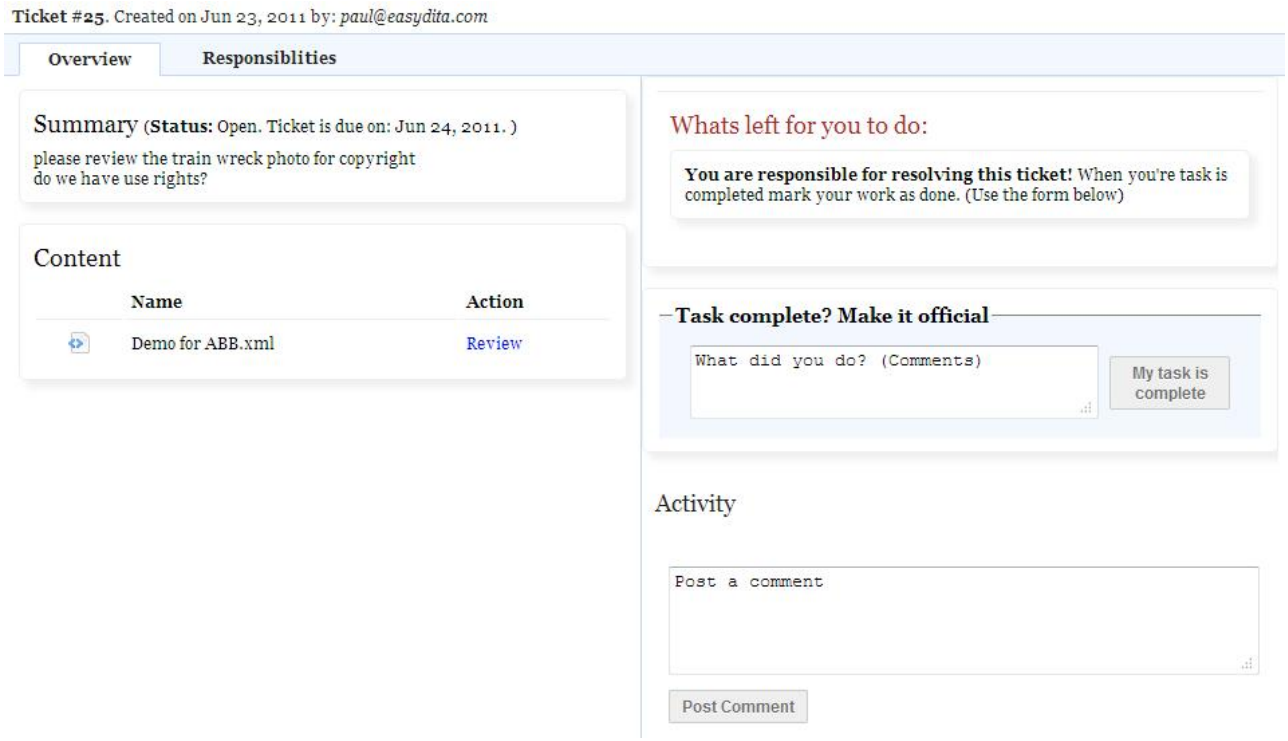
Completing a Ticket

How to complete a task assigned to you on a Ticket

You are identified as a Responsible person on a Ticket in a workflow. The Ticket appears in the Tickets list on your Start Dashboard as **Needs Your Attention**, and you receive an email notification. Each of these will contain a link to the Ticket.



1. Click on a Ticket notification in the Start Dashboard or a link to a Ticket in email to open the Ticket in the easyDITA Ticket Manager. The Ticket Manager shows what your Responsibilities for this ticket are.


Ticket #25. Created on Jun 23, 2011 by: paul@easydita.com
Overview
Responsiblities
Summary (Status: Open. Ticket is due on: Jun 24, 2011.)
please review the train wreck photo for copyright
do we have use rights?
Content
Name
Action
Demo for ABB.xml
Review
Whats left for you to do:
You are responsible for resolving this ticket! When you're task is completed mark your work as done. (Use the form below)
Task complete? Make it official
What did you do? (Comments)
My task is complete
Activity
Post a comment
Post Comment

2. To discuss a ticket without taking any other action, **Post a comment** in the box under the heading **Activity**.
3. If you are a Contributor or Reviewer for a document associated with the ticket, there is a link next to each document associated with the Ticket. Click the Action link (e.g. **Review** or **Open**) to Open the document in the easyDITA editor, then complete your edits or review and Save the document.
4. In the box titled **Task complete? Make it official**, enter a comment summarizing what you did, then click **My Task is Complete.**

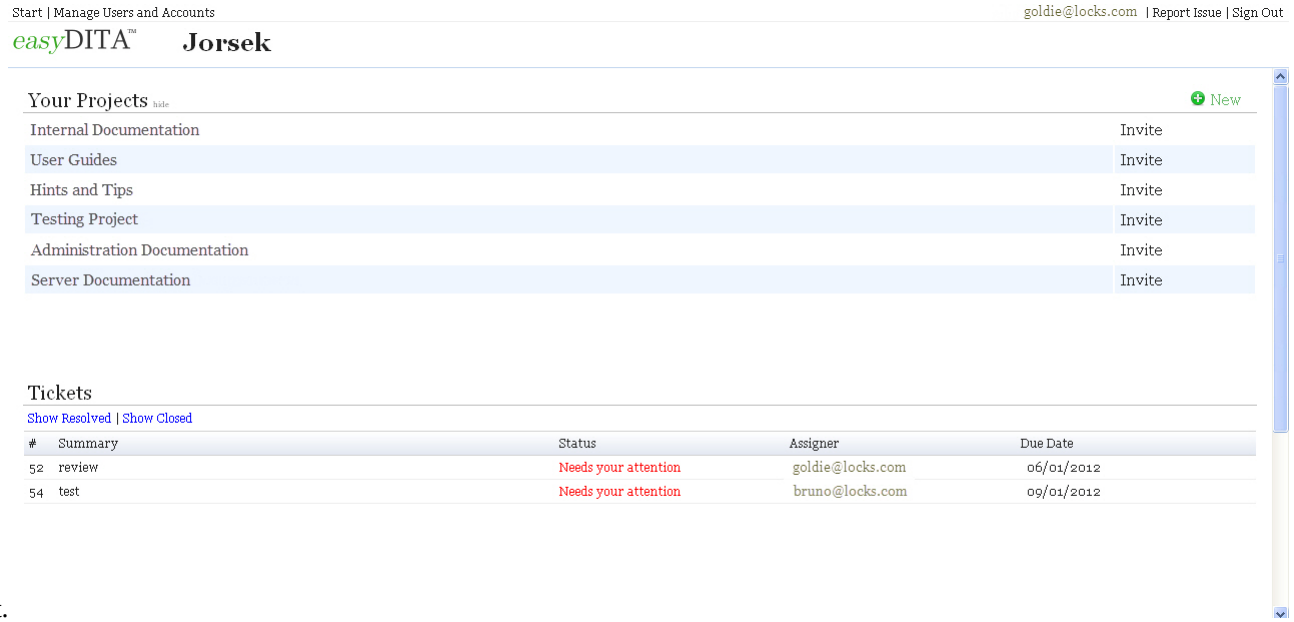
Your task is complete. When the last task is complete, the Ticket will be routed to an Approver if one was assigned.

Approving a Ticket

How to Approve a Ticket that is awaiting your approval

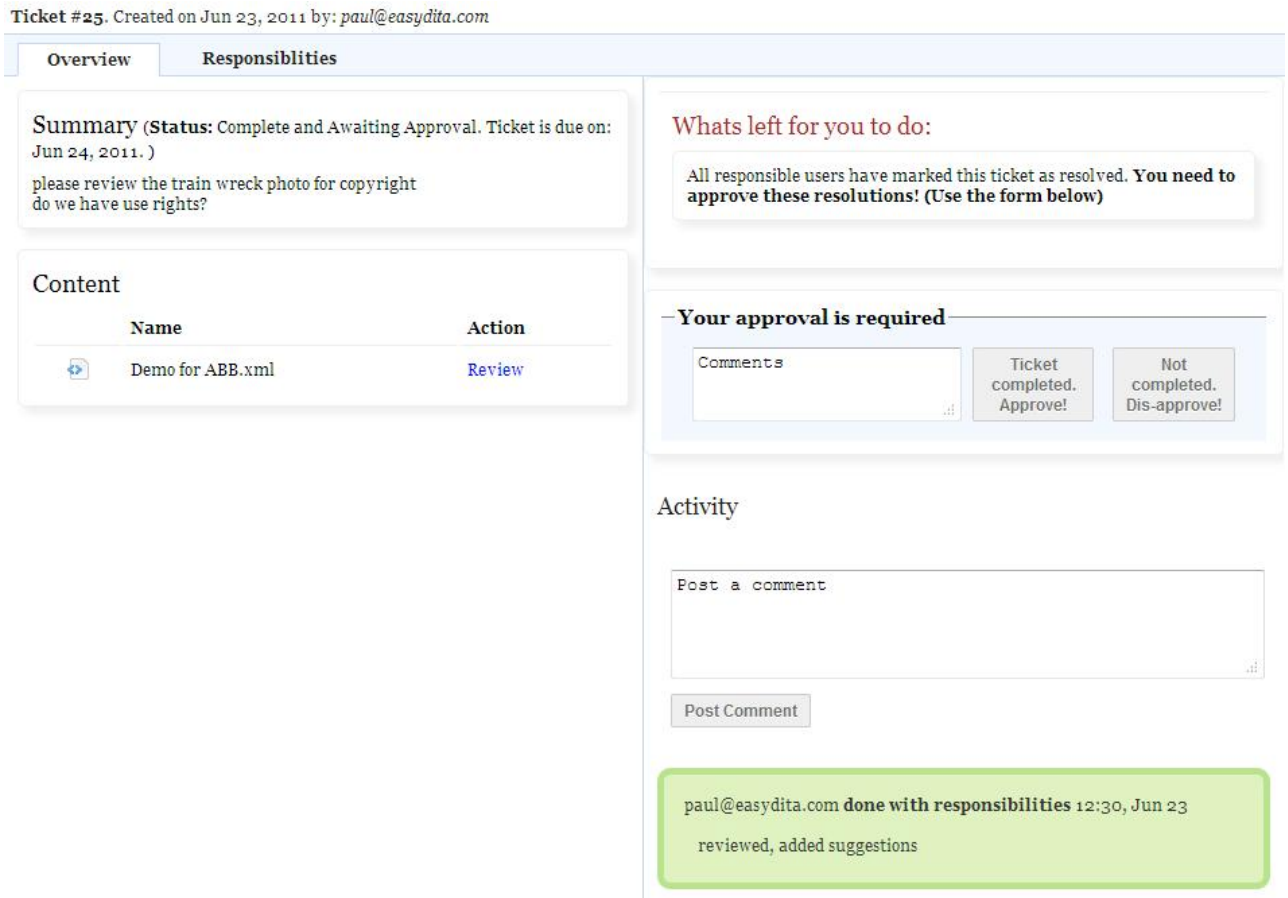
You are identified as an Approver on a Ticket in a workflow, and the last task has been marked as Complete by the person responsible. The Ticket appears in the Tickets list on your Start Dashboard as

Needs Your Attention, and you receive an email notification. Each of these will contain a link to the


Start | Manage Users and Accounts
goldie@locks.com | Report Issue | Sign Out
easyDITA™ Jorsek
Your Projects hide
New
Internal Documentation Invite
User Guides Invite
Hints and Tips Invite
Testing Project Invite
Administration Documentation Invite
Server Documentation Invite
Tickets
Show Resolved | Show Closed
Summary Status Assigner Due Date
52 review Needs your attention goldie@locks.com 06/01/2012
54 test Needs your attention bruno@locks.com 09/01/2012

Ticket.

1. Click on a Ticket notification in the Start Dashboard or a link to a Ticket in email to open the Ticket in the easyDITA Ticket Manager. The Ticket Manager shows what your Responsibilities for this ticket are.


Ticket #25. Created on Jun 23, 2011 by: paul@easydita.com
Overview
Responsiblities
Summary (Status: Complete and Awaiting Approval. Ticket is due on: Jun 24, 2011.)
please review the train wreck photo for copyright
do we have use rights?
Content
Name
Action
Demo for ABB.xml
Review
Whats left for you to do:
All responsible users have marked this ticket as resolved. You need to approve these resolutions! (Use the form below)
Your approval is required
Comments
Ticket completed. Approve!
Not completed. Dis-approve!
Activity
Post a comment
Post Comment
paul@easydita.com done with responsibilities 12:30, Jun 23
reviewed, added suggestions

2. To discuss the ticket without approving or disapproving, **Post a comment** in the box under the heading **Activity**.
3. To Approve the Ticket, enter **Comments** in the box labelled **Your approval is required**, then click **Ticket Completed. Approve.** The ticket will be marked as completed, and any Observers will be notified.

4. If the work is not completed, enter **Comments** in the box labelled **Your approval is required**, then click **Not completed. Disapprove.** The Ticket will be returned to the Responsible persons for completion.

Your approval or disapproval will be logged under the Ticket Activity.

DITA Maps

Overview of DITA Maps

DITA Maps allow users to select and organize various DITA content components into a collection, or "map." Maps are used for a number of purposes:

- To define a collection of content to be published to a particular format (e.g., a User Manual, to be published as PDF)
- To assemble content into a single package for Review and Approval.
- To collect similar content to make it easier for authors to find (e.g., all of the topics that contain conrefs for a particular project)

DITA Maps contain references to DITA documents. They also contain headings and groupings to help organize the content.

Topic Head

Defines a Topic Head in a DITAMap

A Topic Head is a heading in a DITAMap. Topic Heads can be used to create section headings in a printed user guide or logical groupings for electronically published content. They can also be used to expand and collapse items in the Map Editor, and have metadata that can specify whether the content is excluded from the Table of Contents or from print output.

Topic Group

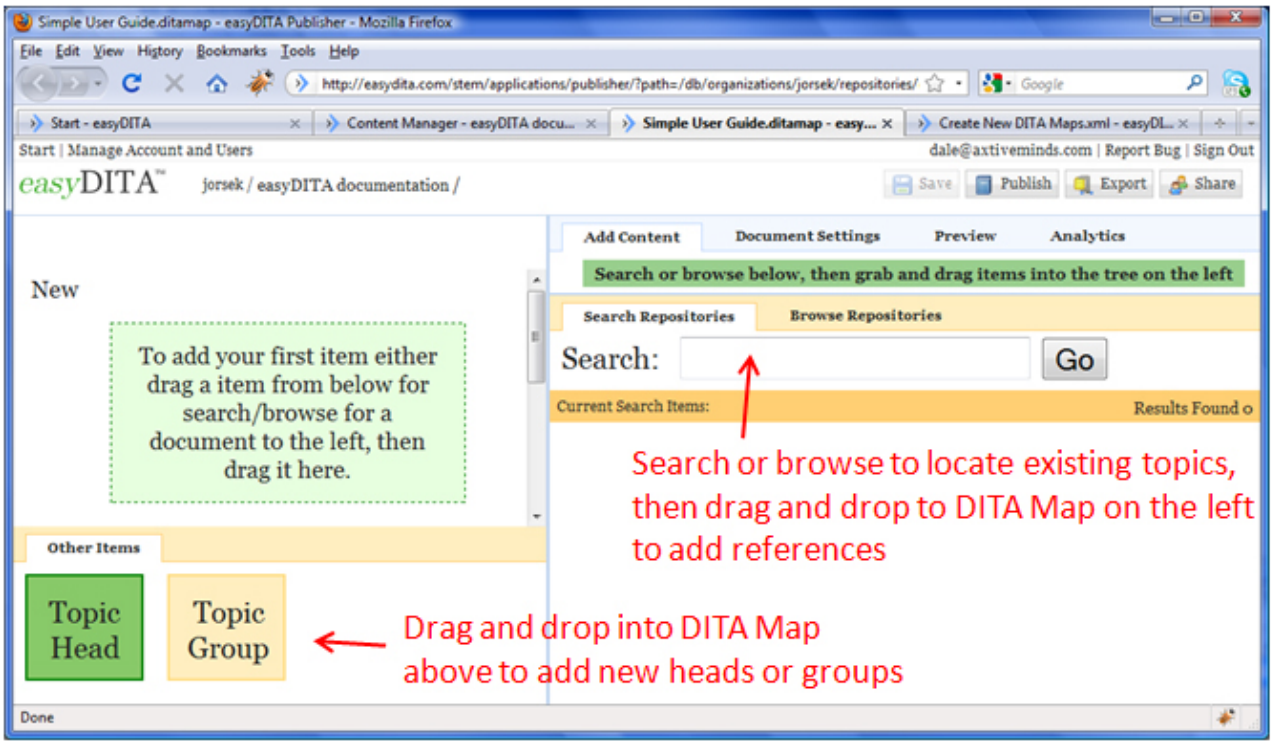
Defines a Topic Group in a DITAMap

A Topic Group is simply a *Topic Head* without a title.

The easyDITA Map Editor

Overview of the features of the Map Editor

The easyDITA Map Editor is an easy to use on-line editor for building, maintaining, previewing, publishing, and downloading DITAMaps.


Simple User Guide.ditamap - easyDITA Publisher - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Start - easyDITA
Content Manager - easyDITA docu...
Simple User Guide.ditamap - easy...
Create New DITA Maps.xml - easyDI...
Start | Manage Account and Users
dale@axtiveminds.com | Report Bug | Sign Out
easyDITA
jorsek / easyDITA documentation /
Save
Publish
Export
Share
Add Content
Document Settings
Preview
Analytics
Search or browse below, then grab and drag items into the tree on the left
New
To add your first item either drag a item from below for search/browse for a document to the left, then drag it here.
Search Repositories
Browse Repositories
Search:
Go
Current Search Items:
Results Found o
Search or browse to locate existing topics, then drag and drop to DITA Map on the left to add references
Other Items
Topic Head
Topic Group
Drag and drop into DITA Map above to add new heads or groups
Done

The Map Editor has two main areas:

- The left of the screen provides a Map Editor Pane where you edit the map in a familiar outline format.
  - When you first open an empty map for editing, the Map Editor Pane displays a box with a prompt for adding the first item, or "node". For a map with nodes, the Map Editor Pane displays the map as an outline.
  - Beneath the Map Editor are **Other Items** you can drag into the map, including **Topic Heads** and **Topic Groups**.
- The right of the screen has three or four tabs (depending upon whether an item is selected in the map):
  - **Add Content** lets you **Search Repositories** or **Browse Repositories** for content to add to your map. When you locate content to add to the map, drag it from the Search Results or File List and drop it into the Map Editor Pane.
  - **Document Settings** lets you provide a title for the publication you are creating with the map.
  - **Preview** lets you preview the map formatted for basic HTML output.
  - **Edit: ...** is only displayed when a node in the map is selected, and lets you provide metadata - like a Navigation Title - for the selected node.

The Map Editor also has buttons for the following features:

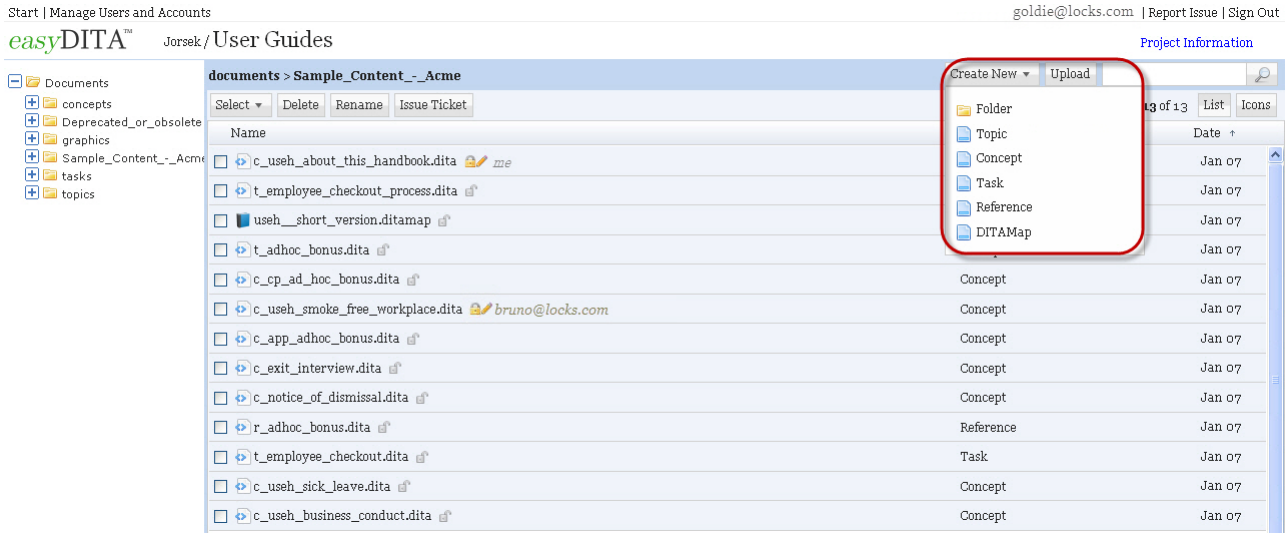
- **Save** the map to the repository.
- **Publish** the map using the Publication Manager
- **Export** the Map to ZIP and other formats for download
- **Issue Ticket** to attach the map to a Ticket in easyDITA Workflow.

Creating a DITAmap

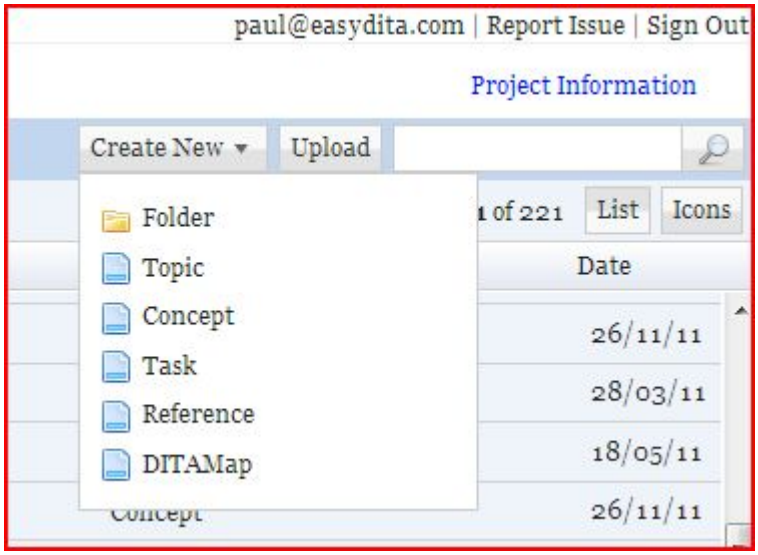
How to Create a new DITAmap file in the Content Manager

You are in the Content Manager and need to create a new DITAmap.

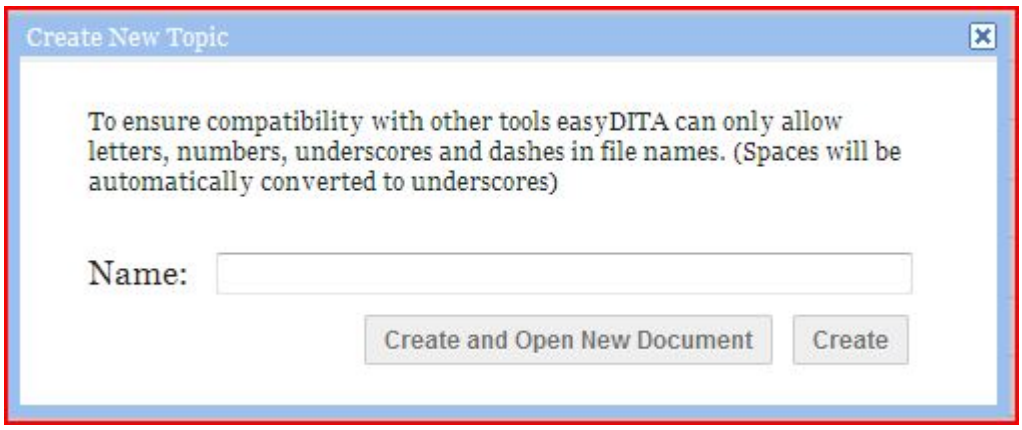
1. Click
   the **Create New** button near the top right corner of the Content Manager.



2. Select **DITAMap**.



3. Enter a file name for the DITAMap.


Create New Topic
To ensure compatibility with other tools easyDITA can only allow letters, numbers, underscores and dashes in file names. (Spaces will be automatically converted to underscores)
Name:
Create and Open New Document
Create

4. Either click **Create** to save an empty map file in the Content Manager, or click **Create and Open New Document** to open the map in the easyDITA Map Editor.

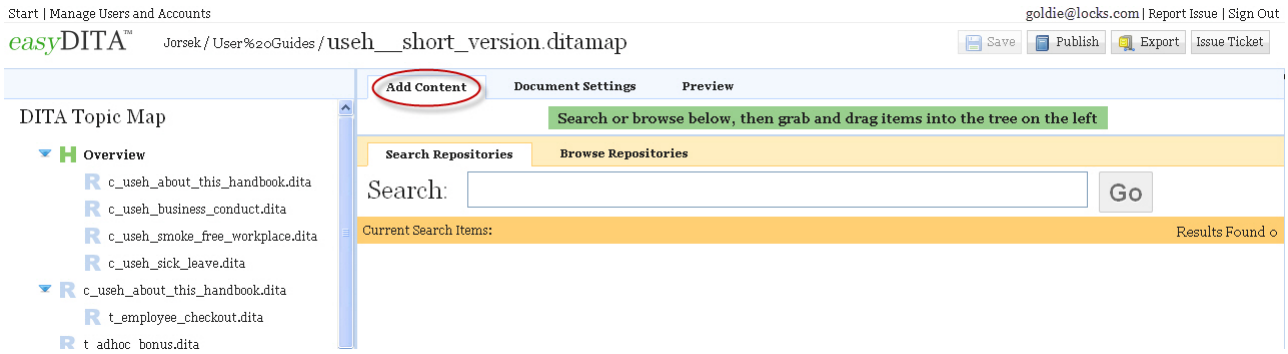
The DITAMap file is created.

Adding Content to a DITAMap

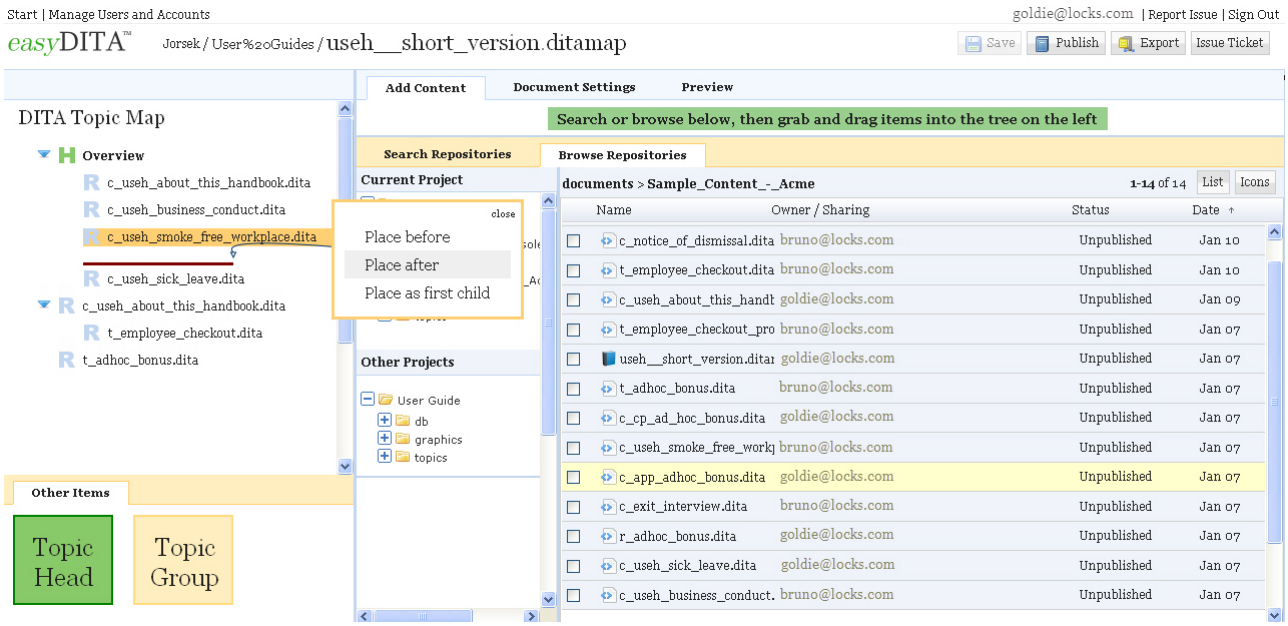
How to add content to a map using the easyDITA Map Editor

You are in the Map Editor and need to add content to a DITAMap.

1. Click **Add Content**.



2. Use **Search Repositories** or **Browse Repositories** to locate the content to add.
3. Mouse down over the filename of the content to add in the search results or directory listing.
4. Drag the content to a location in the Map Editor Pane.
5. Release the mouse button.
6. Select a location for the content from the prompt.



7. Optional: Click the **Edit: ...** tab to enter metadata for the new content, including a Nav Title, then click **Save**.
8.

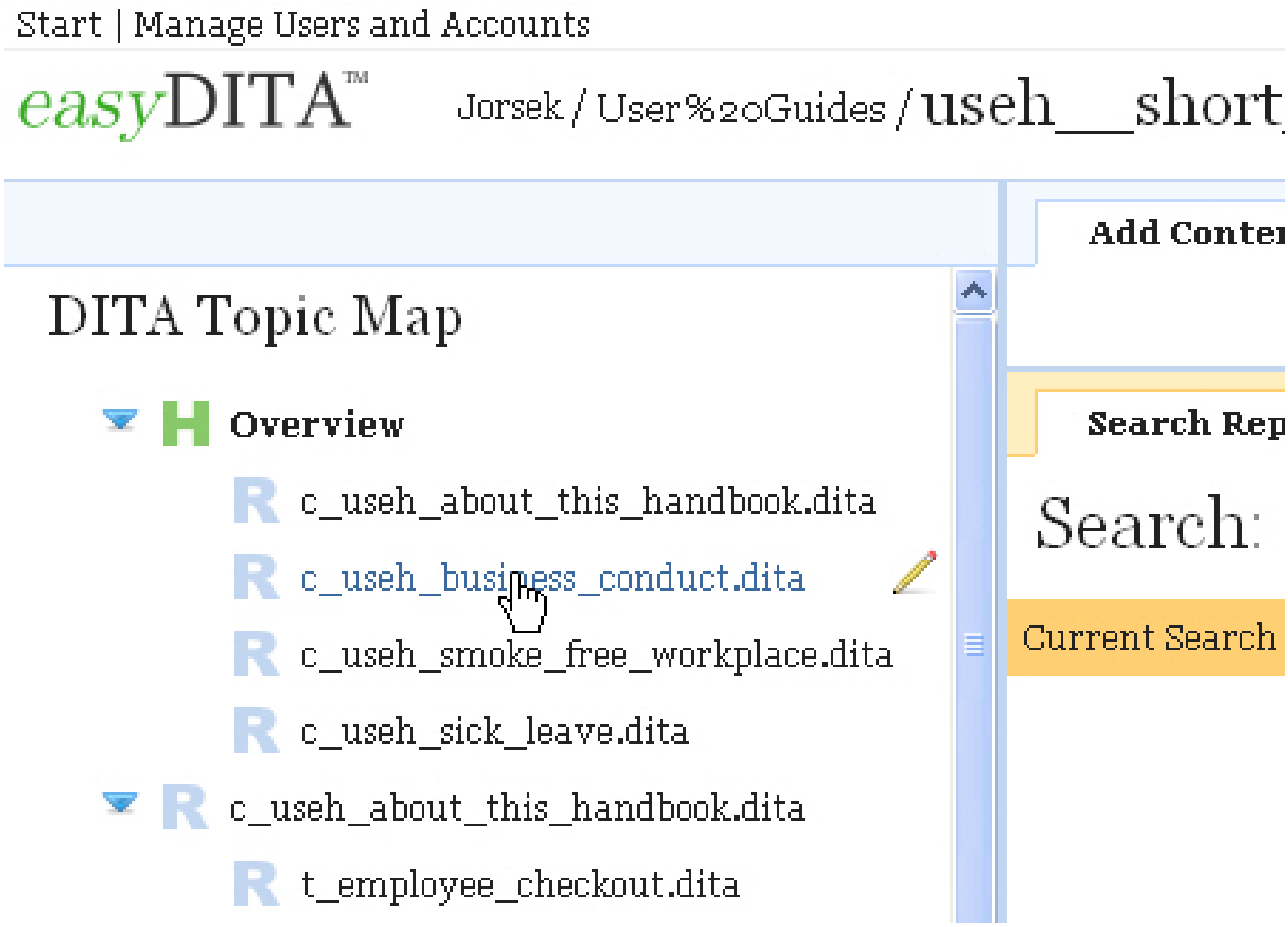
The content is added to the map.

Editing a Component of a Map

How to launch the easyDITA editor from within the map editor

You are in the Map Editor and need to edit a component of a map.

1. Locate the component you need to edit in the Map Editor pane.
2. Mouse-over the component in the map outline. A pencil will appear to the right of the component.



3. Click the pencil to open the component in the easyDITA editor.

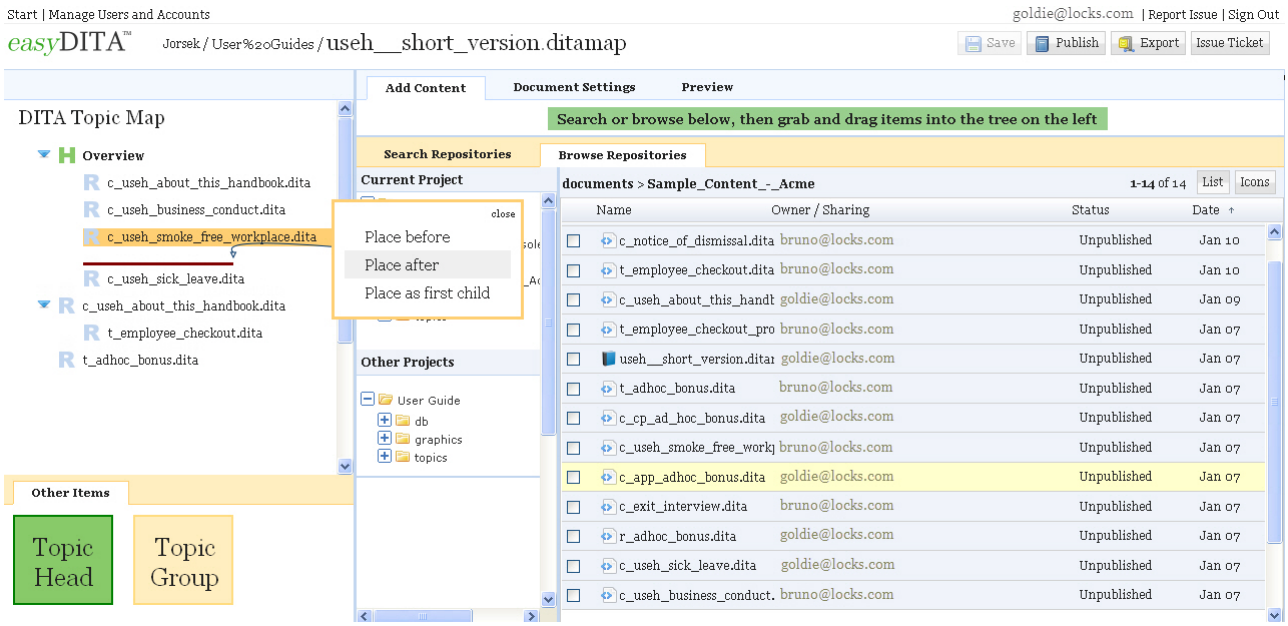
The component opens in the easyDITA Editor.

Adding a Topic Head to a Map

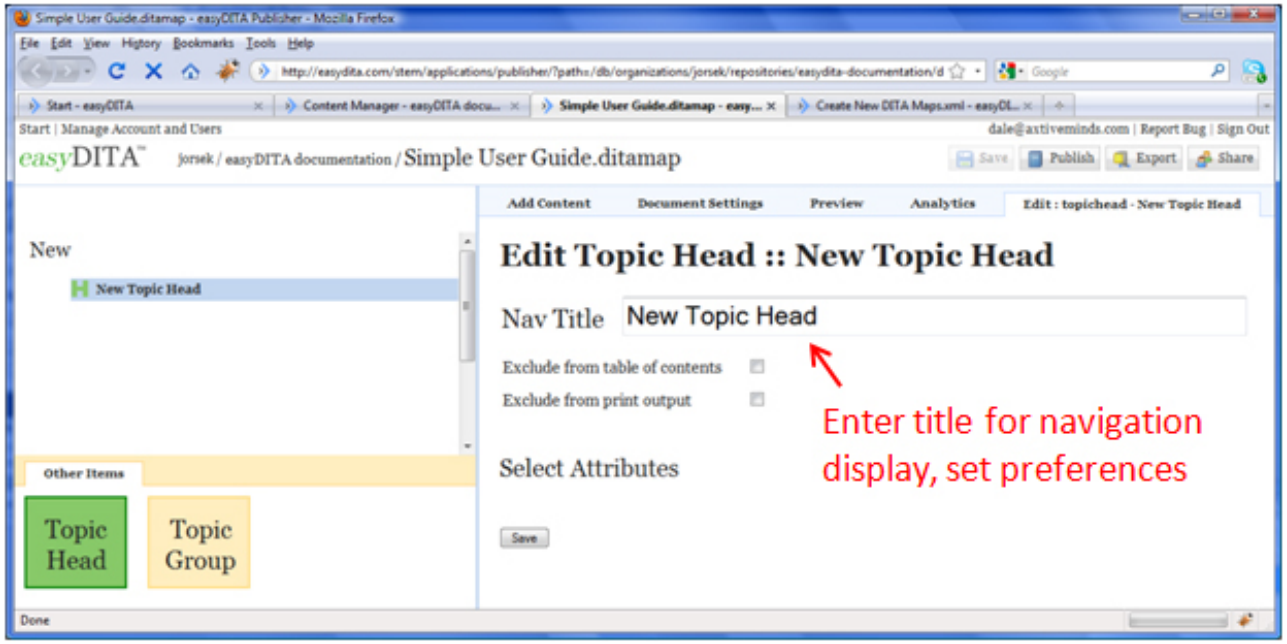
How to add a Topic Head to a DITAMap

You are in the easyDITA Map Editor and need to add a Topic Head to a map.

1. Mouse-down on the **Topic Head** box in the **Other Items** pane in the Map Editor.
2. Drag the empty Topic Head to a location in the map.
3. Release the mouse button.
4. Click to select a location for the Topic Head from the prompt.



5. Click **Edit : topichead - New Topic Head.**



6. Enter a **Nav Title** for the new Topic Head

   Navigation Titles typically appear in your published output as table of content entries and section headings, depending upon your style sheets and publishing pipeline processing.
7. Set other metadata options as required.
8. Click **Save**.

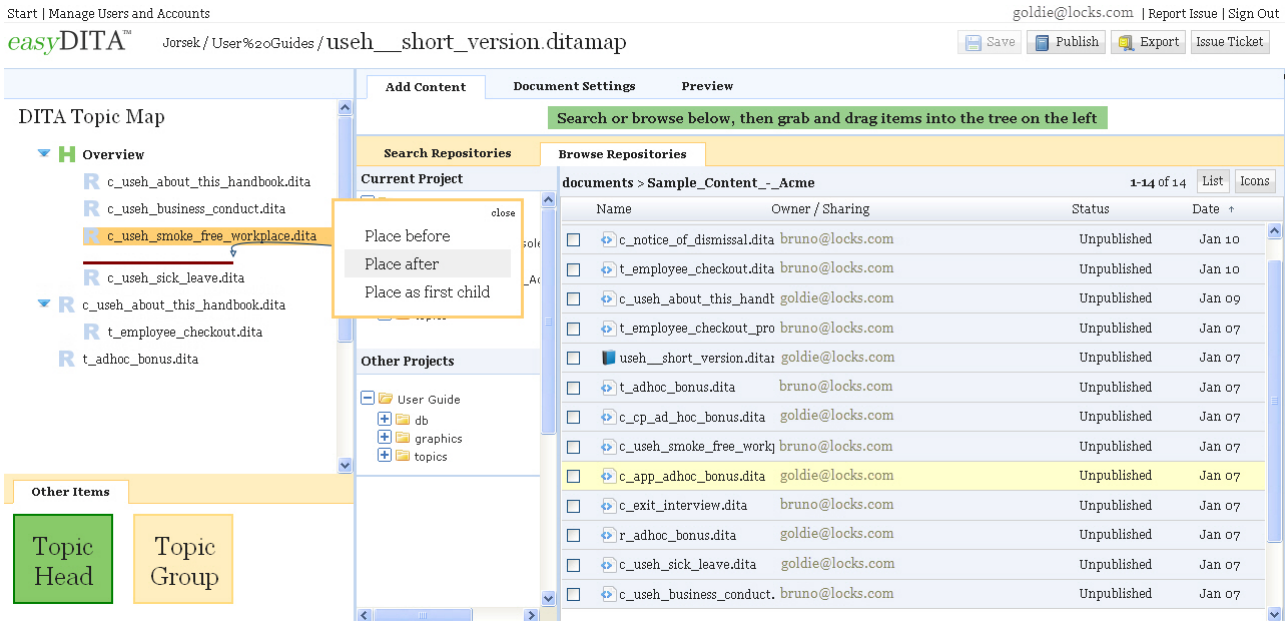
The Topic Head is entered as a node in the DITAMap.

Add a Topic Group to a Map

How to add a Topic Group to a DITAMap

You are in the easyDITA Map Editor and need to add a Topic Group to a map.

1. Mouse-down on the **Topic Group** box in the **Other Items** pane in the Map Editor.
2. Drag the empty Topic Group to a location in the map.
3. Release the mouse button.
4. Click to select a location for the Topic Group from the prompt.



5. Click **Edit : topicgroup - New Topic Group.**
6. Set other metadata options as required and c lick **Save**.

The Topic Group is entered as a node in the DITAMap.

Removing Content from a DITAMap

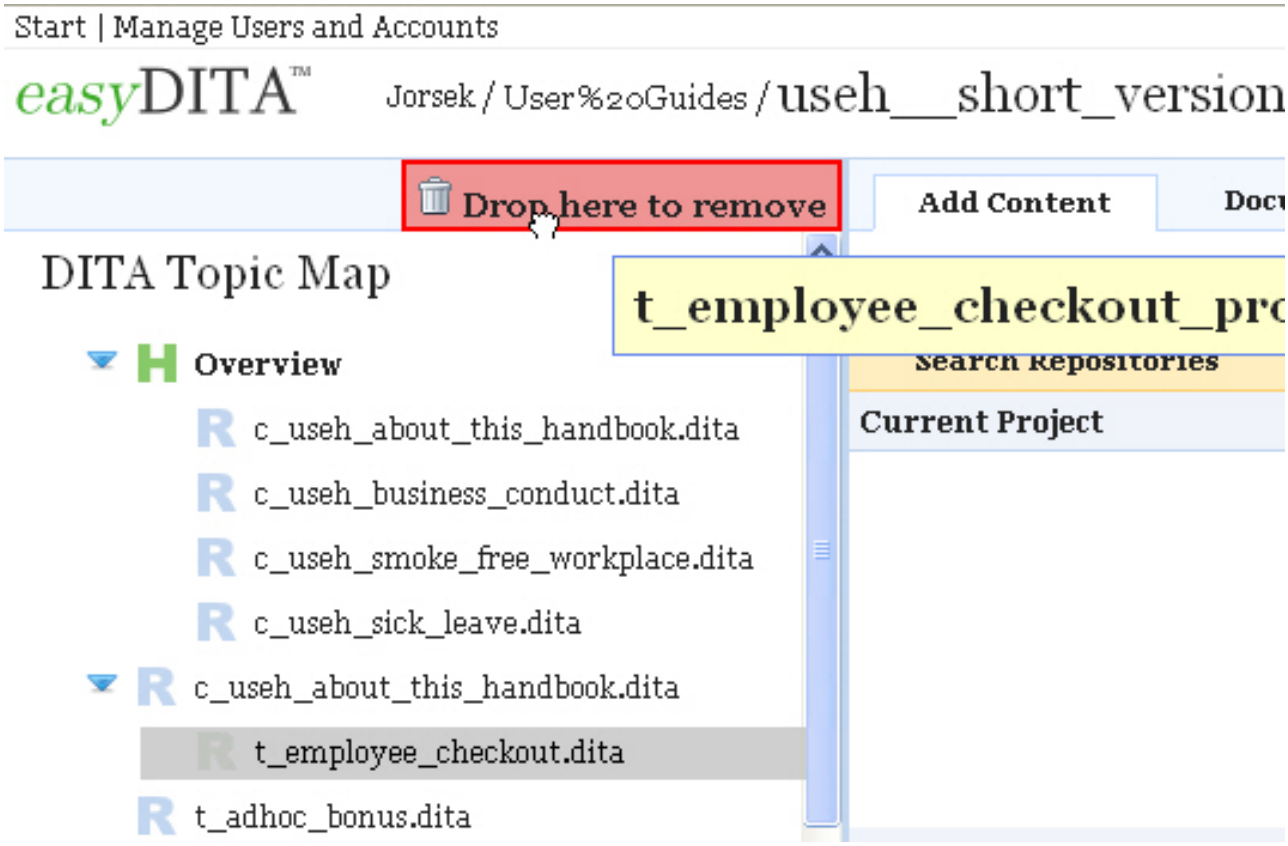
How to remove content from a map using the easyDITA Map Editor

You are in the Map Editor and need to remove content from a map.

1. Mouse-down over the item you need to remove from the map.

   Note: Warning: Removing an item will also remove all the references to its children. If the links to children need to be preserved, move them to another location in the map before deleting the parent.

2. Drag the item to the area immediately above the Map Editor Pane.



3. Drop the item onto the red box labelled **Drop here to remove.**

The item and its children are removed from the map.

Publishing with easyDITA

Overview of Publishing

Publishing is how you transform content in DITA into document formats such as Adobe Acrobat (PDF), Microsoft Windows Help (CHM), HTML, web help, and other deliverable formats.

easyDITA publishes DITA content through the DITA Open Toolkit (DITA OT). The DITA OT is an Open Source project that is maintained by a community of software developers. The DITA OT uses plug-ins that are specifically designed to transform DITA content into one output format.

easyDITA supports the addition of any standards-complaint plug-in for the DITA OT. easyDITA also supports any version of the DITA OT.

Publishing in easyDITA consists of the following steps:

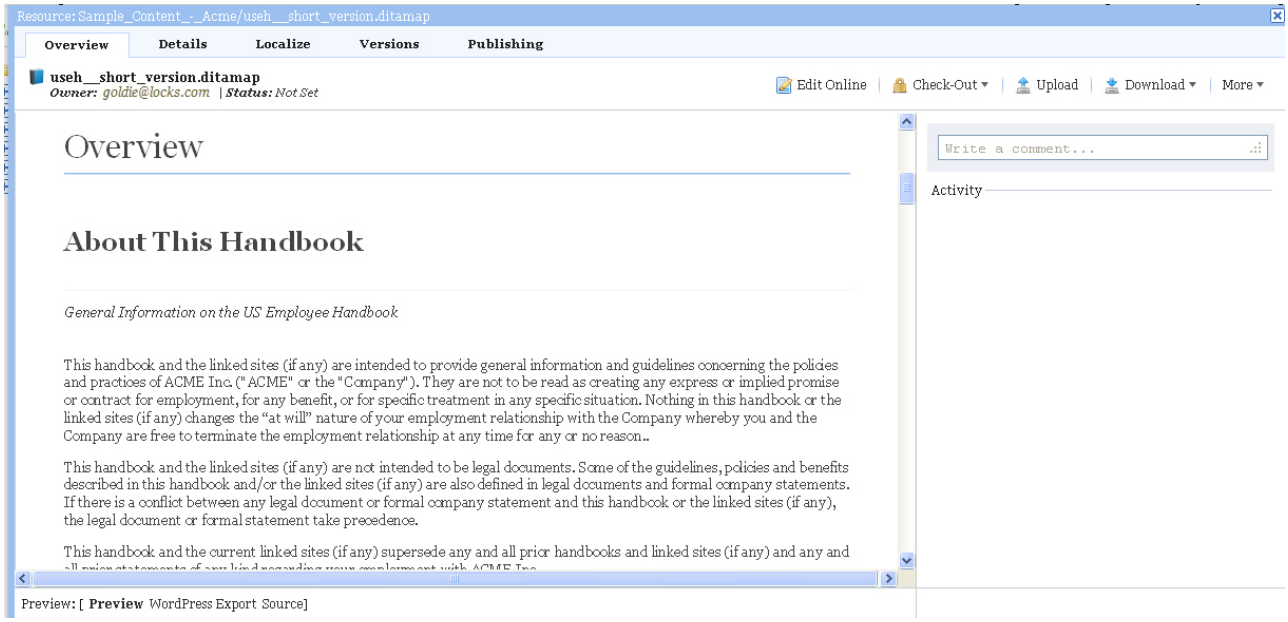
1. Choose a DITA map that you want to publish.
2. Choose a Publishing method (e.g. DITA Open Toolkit, which is the default).
3. Choose a Publishing Scenario. A scenario defines which version of the DITA OT you are using, and which plug-ins. Publishing Scenarios can be configured by system administrators.
4. Define values for publishing parameters.
5. Publish the DITA map. The result will be the output format you selected, filtered based upon the conditional publishing values you defiend.

Publishing with the DITA Open Toolkit

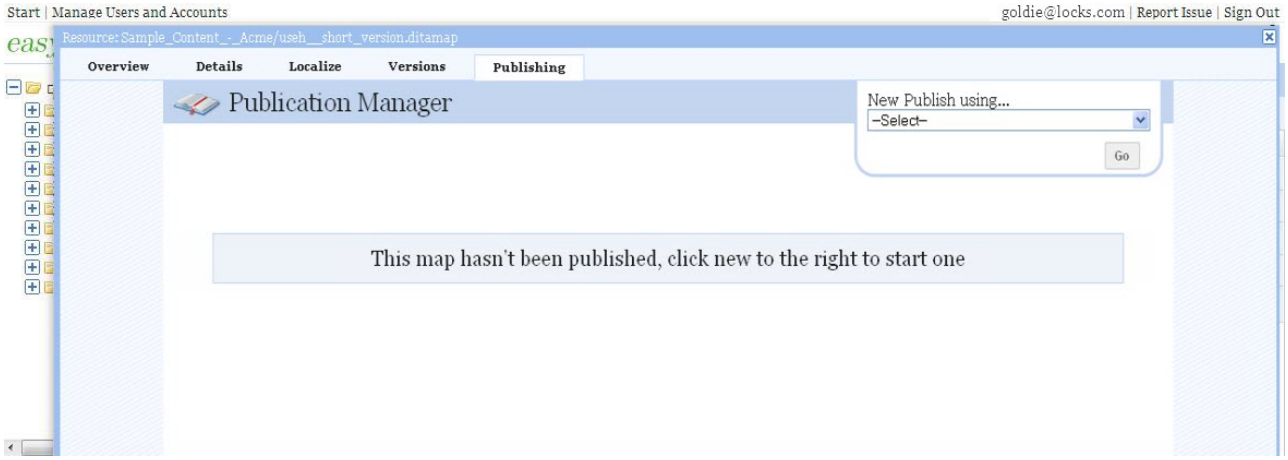
How to publish a DITAMap with the DITA OT

You have created a DITAMap consisiting of topics and other content. You need to publish that map to an output format (e.g. HTML, PDF, Help, etc.) using the DITA Open Toolkit.

1. Locate the map file in the Content Manager
2. Click the map to Open it in the Resource Viewer

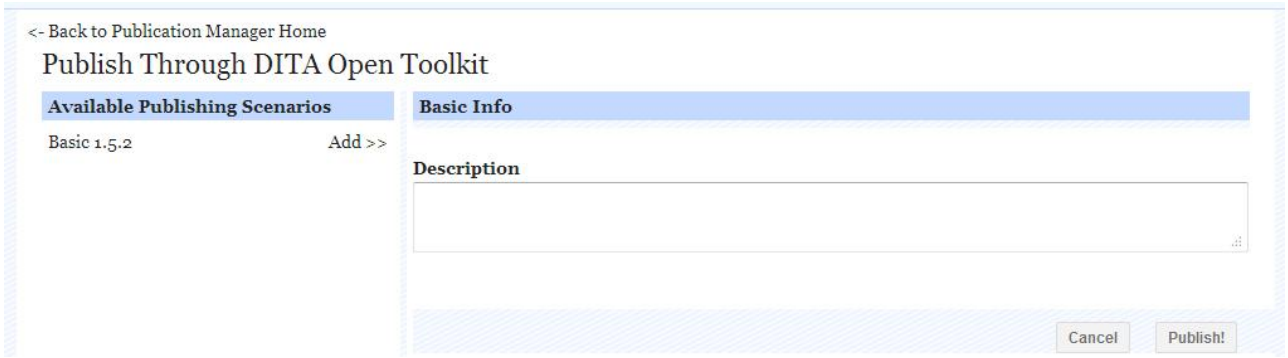

Resource: Sample_Content_-_Acme/useh__short_version.ditamap
Overview
Details
Localize
Versions
Publishing
useh__short_version.ditamap
Owner: goldie@locks.com | Status: Not Set
Edit Online
Check-Out
Upload
Download
More
Overview
About This Handbook
General Information on the US Employee Handbook
This handbook and the linked sites (if any) are intended to provide general information and guidelines concerning the policies and practices of ACME Inc. ("ACME" or the "Company"). They are not to be read as creating any express or implied promise or contract for employment, for any benefit, or for specific treatment in any specific situation. Nothing in this handbook or the linked sites (if any) changes the "at will" nature of your employment relationship with the Company whereby you and the Company are free to terminate the employment relationship at any time for any or no reason..
This handbook and the linked sites (if any) are not intended to be legal documents. Some of the guidelines, policies and benefits described in this handbook and/or the linked sites (if any) are also defined in legal documents and formal company statements. If there is a conflict between any legal document or formal company statement and this handbook or the linked sites (if any), the legal document or formal statement take precedence.
This handbook and the current linked sites (if any) supersede any and all prior handbooks and linked sites (if any) and any and
Write a comment...
Activity
Preview: [Preview WordPress Export Source]

3. Click on the **Publishing** tab to open the Publication Manager. Note that you can also access the Publication Manager by clicking **Publish** in the easyDITA Map Editor.



If the map has been published you'll see a list of the publication history.

4. Select **DITA Open Toolkit** in the **New Publish using...** drop down box.
5. Enter a **Description** for this publishing job.
   e.g. 1.5.3 PDF output
6. In the Publish Through DITA Open Toolkit dialog, click **Add** to use a publishing scenario from the list available.

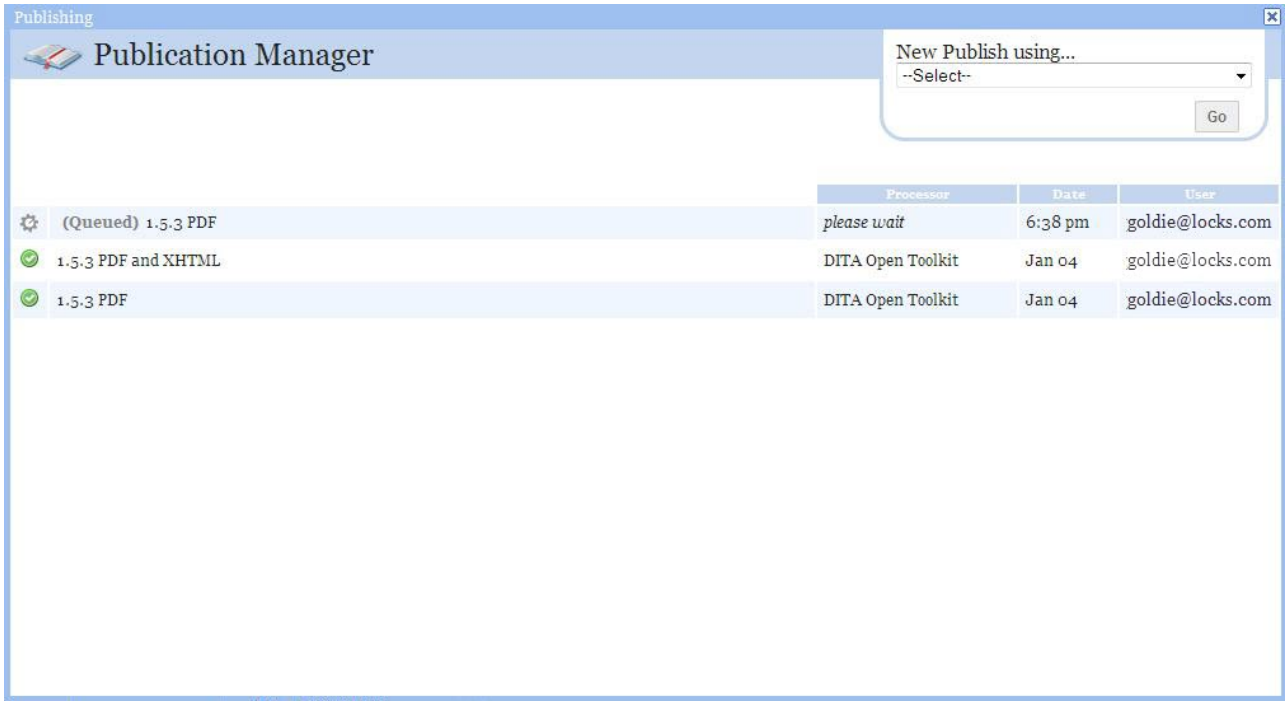


The default publishing scenarios are Basic 1.5.2 and Basic 1.5.3. The numbers refer to versions of the DITA OT.

To create multiple outputs from one map in a single publishing operation, add multiple publishing scenarios. For example, you could add Basic 1.5.3 twice - once for HTML, and once for PDF.

7. Set the parameters for each publishing scenario you have selected.

   Note that parameters are specific to each publishing scenario as defined by your system administrator. Typical parameters are Transformation Type (transtype) which defines the output format, locale, or ditaval file which lets you select a configuration file in the ditaval format. The parameters that are possible for version 1.5.3 of the DITA OT are availble *here*.
8. Click **Publish**. The Publication Manager screen is displayed, and the status of the publication job is displayed at the top of the publication history.



9. When the Publication is finished, click on the item to open the Publish Record.
The publish record will show error messages - if any - generated by the DITA Open Toolkit.

10. Click on **Download** to download a ZIP file containing the output of the DITA Open Toolkit. This will include any output files (e.g. PDF) plus any log files generated by the DITA OT.

Your published file is downloaded to your Download directory on your local hard drive.

The Localization Manager

Describes the Localize tab on Resource Viewer or Map Editor

The Localization Manager provides access to the following features:

- A list of the **Localization Jobs in Progress** for this file, each of which consists of content that has been checked-out and exported from easyDITA for Localization (via a ZIP file or an integration), but that has not been checked-in.
- **Available Localizations** for this file.
- **New Localization Job Using** one of the localization methods available on your server. All servers provide the Zip 'n Ship method, which exports and reimports content via ZIP files.

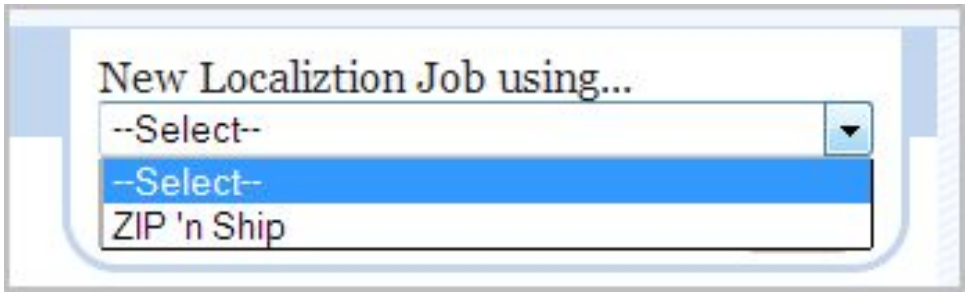
Creating a Localization Job Package in ZIP format

How to start a localization job using ZIP file export and import

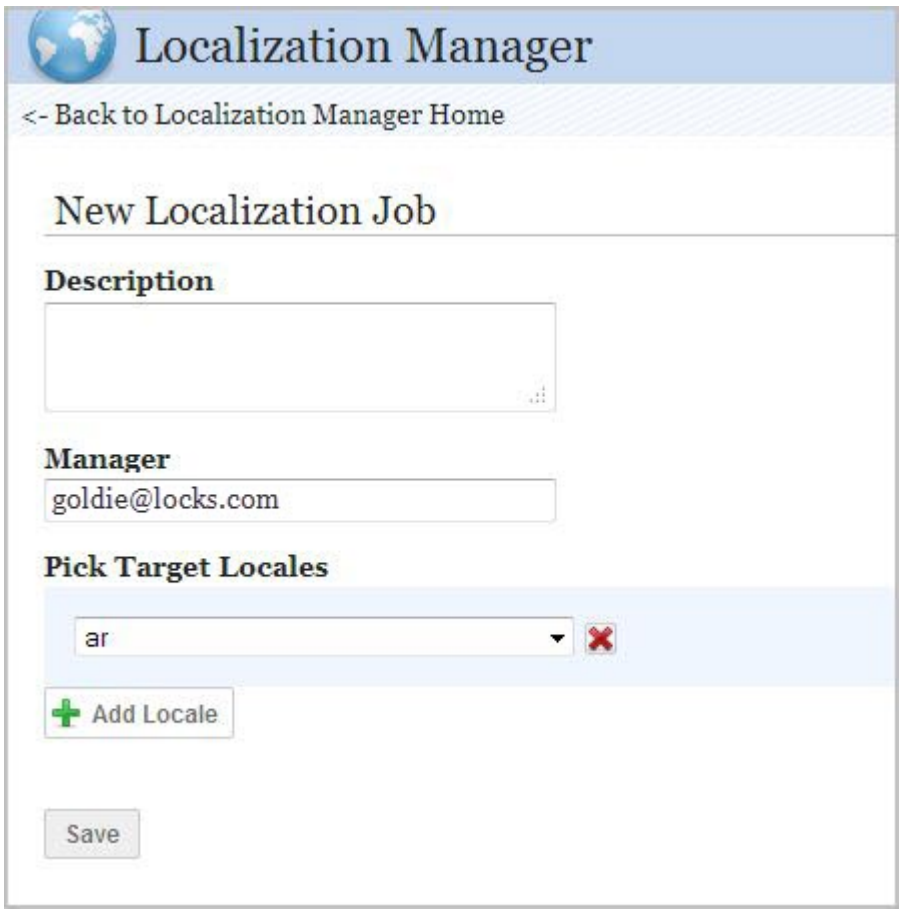
You have a DITA file (topic or a map) that is ready for localization. You need to export the file and any content it references to ship to a localization agency or import into a localization software package.

1. Locate the file you need to localize in the Content Manager.
2. Click the file to open the Resource Viewer.
3. Click the **Localize** tab to open the Localization Manager.

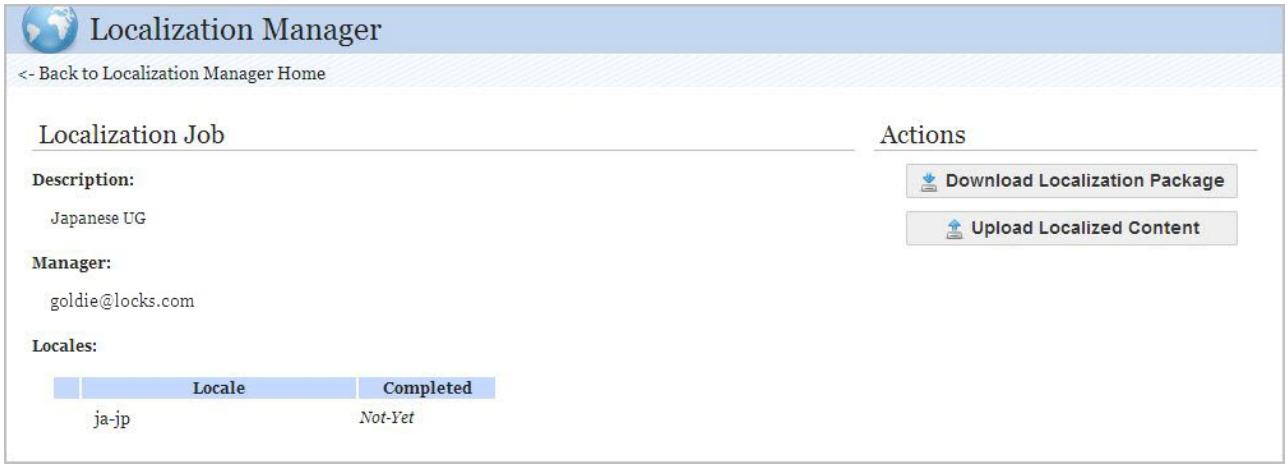
4. Under **New Localization Job Using...** click to open the drop down list, then select **ZIP 'n Ship.**



5. Click **Go**.
6. In the **New Localization Job** dialog, enter a description for this job, the manager (if it's not you), then add target locales for this job.



7. Click **Save**.
8. In the **Localization Job** dialog, click **Download Localization Package** to download a ZIP file containing the requried files.



The Localization Job package is downloaded as a ZIP file.

Importing a Completed Localization Project

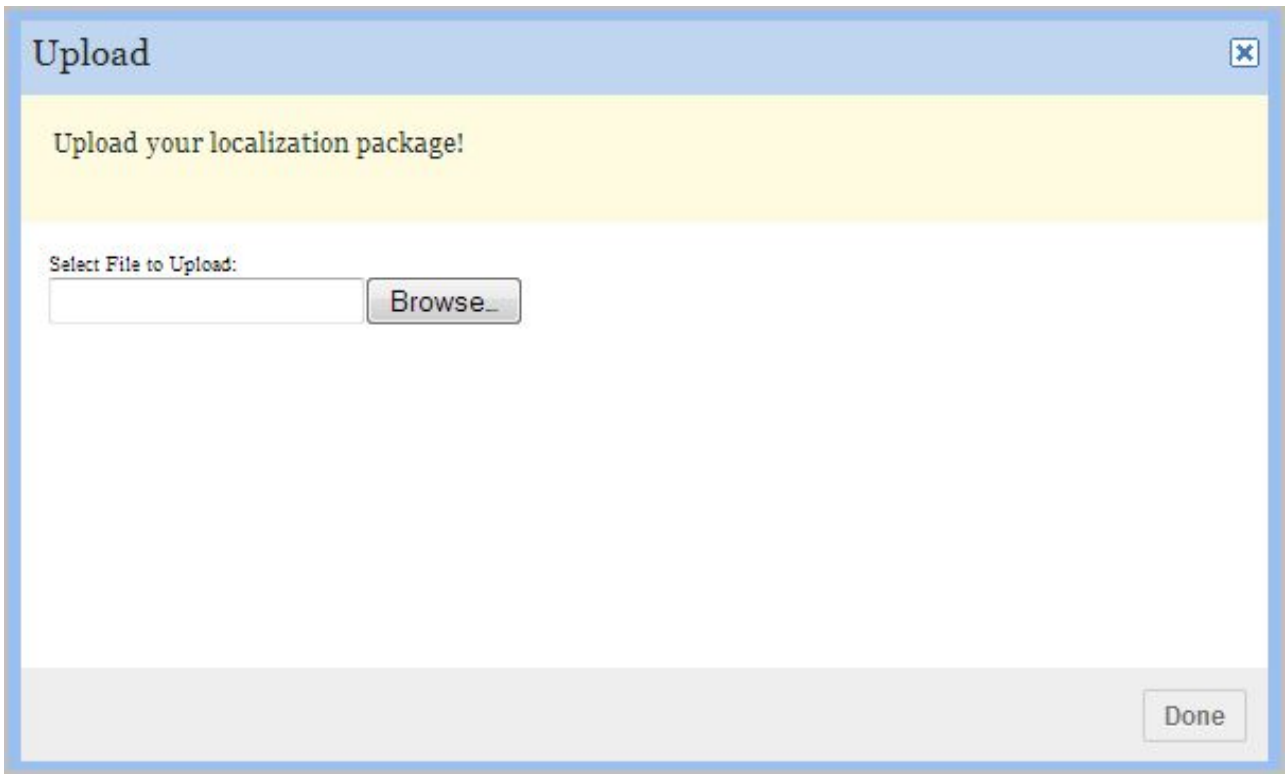
How to import localized files from a ZIP file

You have an active Localization Job and some or all of the files are ready for import in a ZIP file.

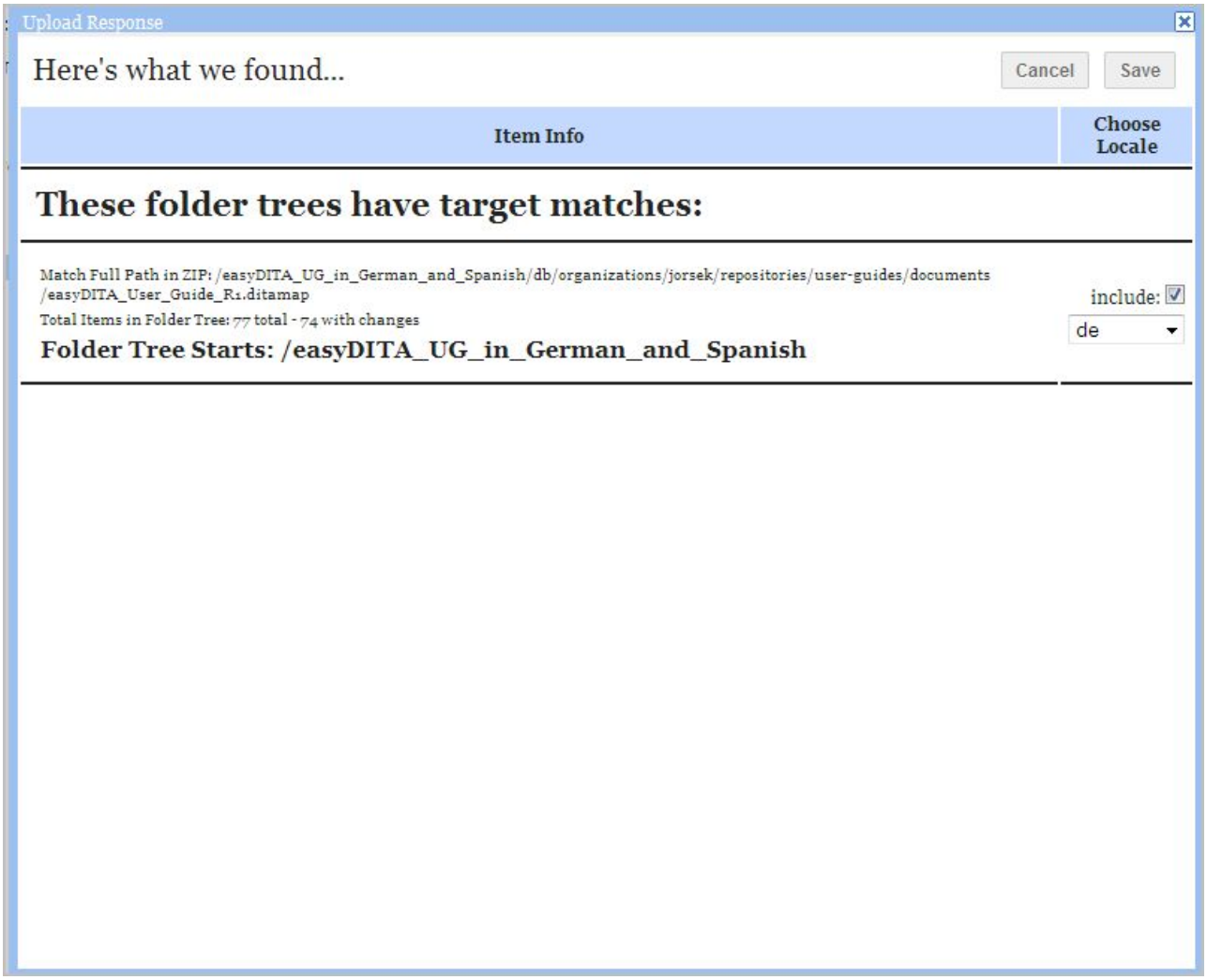
1. Locate the source file for the localization job in the Content Manager.
2. Click the file to open the Resource Viewer.
3. Click the **Localize** tab to open the Localization Manager.

4. Click on the Localization Job in Progress that you aready to import.
5. Click **Upload Localized Content**.

6. Select the ZIP file using **Browse...**, then click **Done**.



7. After processing the ZIP file, the Localization Manager will report what it found.



8. If the files in the ZIP file had locale attributes set, then easyDITA will detect the target languages. If not, choose the locale using the drop down box.
9. Choose which files to include in the upload, then click **Save**.

The targets that were imported will be shown as available for their associated source files. If all the targets have been uploaded, the localization job will be shown as completed.